

LEAP

Lender Electronic Assessment Portal



Lender Electronic Assessment Portal

LEAP User Manual

U.S. Department of Housing and Urban Development

May 2014





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Document History

Version No.	Date	Revision Description
V1.0	5/19/2014	Initial version



1. Introduction



1. Introduction

The Lender Electronic Assessment Portal (LEAP) is a one-stop shop for all Federal Housing Administration (FHA) Lender Approval and Recertification activities. This includes:

- Managing lender Institution and Branch profile information
- Maintaining other lender data such as Cash Flow Accounts
- Submitting requests and receiving notifications
- Completing the annual Recertification process.

LEAP replaces the Lender Assessment Sub-System (LASS) for lender and Independent Public Accountant (IPA) submission of financial information, as well as the Lender Approval and Cash Flow Account Setup sections of FHA Connection.

1.1 System Requirements

LEAP requires one of the following Internet browsers/versions (or higher):

- Internet Explorer 8
- Firefox 27
- Chrome 34

The browser must have cookies enabled.

The user must currently have FHA Connection credentials and the appropriate permissions for LEAP. Permissions are controlled by each Institution's FHA Connection Application Coordinators. Please contact an Application Coordinator to validate that permissions are provisioned correctly.



2. How to Access LEAP



2. How to Access LEAP

Lender users with M-IDs and IPA users with I-IDs can access LEAP through FHA Connection by navigating to the LEAP link in the Lender Functions menu.

Sign on to FHA Connection, select Lender Functions from the Main Menu page, and then select Lender Electronic Assessment Portal (Figure 1).

The figure consists of three screenshots of the FHA Connection website, illustrating the steps to access the Lender Electronic Assessment Portal (LEAP).

Step 1: Sign on to FHA Connection

The first screenshot shows the FHA Connection homepage. A red arrow points to the **Sign on** button. A callout box states: "Click 'Sign on' to enter your user ID and password to sign on to the FHA Connection".

Step 2: Select Lender Functions

The second screenshot shows the FHA Connection homepage after signing on. A red arrow points to the **Lender Functions** link in the left sidebar. A callout box states: "Select Lender Functions".

Step 3: Click link to access LEAP

The third screenshot shows the Lender Functions page. A red arrow points to the **Lender Electronic Assessment Portal** link under the Application Coordinators section. A callout box states: "Click link to access LEAP".

Figure 1: Accessing the Lender Electronic Assessment Portal (LEAP)

Users should not access LEAP through browser bookmarks or the browser "Back" or "Forward" buttons, as this may cause unexpected behavior.



2.1 Authorization Role Definitions

Each Institution's FHA Connection Application Coordinator may assign one or more of the following LEAP roles to each user. When the user is granted multiple roles, the highest authorization level for each role applies. Due to the consolidation of Title I and Title II IDs for institutions with both authorities, LEAP roles are not specific to Title I or Title II authorities.

Institution View Only – Read-only access to all Institution and Branch screens, Request screens, Notice of Material Event screens, and History screens.

Institution Data Entry – User can update Institution profile information including addresses and Principal-Agent affiliations. Read-write access to all Institution screens and the ability to submit requests, with the exception of voluntary withdrawal. Read-only access to Notice of Material Event screens and History screens.

Branch Data Entry – User can add Branches and update Branch profile information including personnel and addresses. Read-write access to all Branch screens, which include Areas Approved for Business. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

Notice of Material Events – User can submit Notices of Material Events. Read-write access to all Notice of Material Event screens. Read-only access to all Institution and Branch screens, Request screens, and History screens.


Recertification Data Entry – User can enter financial and audit related data (if applicable) for Recertification. Read-write access to Recertification screens for Lender Data Verification, Audit Related Questions, and Financial Data Entry. Read-only access to Recertification screens for Certification, Payment and Extension Request. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

Recertification Payment – User can submit payment information for the Recertification fee. Read-write access to the Recertification screens for Payment and Extension Request. Read-only access to Recertification screens for Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

Certifying Official – User can complete the Certification step for Recertification. Read-write access to the Certification screen and the ability to submit a voluntary withdrawal. Read-only access to Recertification screens for Lender Data Verification, Audit Related Questions, Payment, and Financial Data Entry. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, History screens, and Cash Flow Account Setup screens. An Institution can have a maximum of three individuals with the Certifying Official role, all of whom must be listed as Corporate Officers.

Cash Flow Account Setup – User can add, edit, and delete cash flow accounts. Read-write access to all Cash Flow Account Setup screens. Read-only access to all Institution screens, Request screens, Notice of Material Event screens, and History screens.

Independent Public Accountant – User can view, verify and attest to the Institution's Recertification submission. Read-write access to all IPA screens. Read-only access to the Institution's Audit Related Questions and Financial Data Entry screens. IPA users must have an I-ID registered through HUD Secure Systems and may have the IPA role assigned for multiple Institutions.



3. Help/Frequently Asked Questions (FAQs)



3. Help/Frequently Asked Questions (FAQs)

Information is posted and updated regularly at www.hud.gov/lenders. Look for the *LEAP Information* link in the *Approvals and Renewals* section of the site.

Lenders and IPAs should direct any questions to the FHA Resource Center:

- 1-800-CALL-FHA
- TTY: 1-800-877-8339
- answers@hud.gov

3.1 General Tips

This section outlines some general usability tips for interacting with the LEAP system. It also describes what a user can expect the first time they log into LEAP.

Additionally, the icons below are used throughout this document to indicate tips, warnings and/or important notes:



Suggested tip for a specific screen or process



Warning or important note for a specific screen or process



3.1.1 Administrative Contact Pop-Up

If the Institution does not already have an Administrative Contact identified the first time an Institution user logs into LEAP, the system will prompt the user to enter required information.

The Administrative Contact is the point of contact associated with the Institution's Administrative Address. The e-mail addresses associated with the Administrative Contact will receive all correspondence from LEAP.

Enter all required information and click "Save." The user will not be able to proceed until this step has been completed. Once the Administrative Contact information has been saved, the Administrative Contact pop-up will not reappear for any future log-in.

Initial Administrative Contact Information pop-up



For information on how to maintain and update the Institution Administrative Contact once it has been added, see section [5.1.5 – Maintaining Administrative Contact Information](#).



3.1.2 Attaching Documents



There are several screens that will either require or provide the option to submit supporting documentation via attachments.

When this option is available, the panel below will be displayed.

Attachments Panel



Small visual differences exist among different browsers when attaching documents.

Upload the relevant attachment(s). To add more than one attachment, click the . To delete an attachment, click the .



Attachments cannot be larger than 5MB per file.



3.1.3 Sorting On-Screen Information

It is possible to change the order of any column in LEAP by selecting and moving the column. In this example, the user wishes to move the “Status Date” column.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Request History

#	Request Open Date	Request Type	Request Subtype	Status Date ▾	Status ▴ ▾	Requestor Comments
1	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	05/07/2014	Request Additional Information	Please add New Officer.

With the “Status Date” column selected, hold down and drag to the desired location.

Log

LEAP
Lender Electronic Assessment Portal
U.S. Dep

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Request History

#	Request Open Date	Request Type	Status Date	Request Subtype	Status
1	05/07/2014 11:53:08	Lender Org Change	05/07/2014	New Corporate Officer	Request Additional Information

The “Status Date” column will then appear in the new location.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Request History

#	Status Date ▾	Request Open Date	Request Type	Request Subtype	Status	Requestor Comments
1	05/07/2014	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	Request Additional Information	Please add New Officer.



LEAP enables the user to sort individual columns by hovering over the column header and selecting the up or down arrows that appear.



3.1.4 On-Screen links

The following table describes the Home, Contact Us, Help, and Logout links that LEAP presents in the upper-right portion of the user's screen. These links can be clicked at any time and will perform the action listed in the description column. "Logged in As" is not a link, but shows the user the Institution ID and Credential (M-ID, I-ID) that is currently logged into the system.

Link Name	Description
Home	The "Home" link will navigate the user back to the Institution Summary screen
Contact Us	The "Contact Us" link will navigate the user to the FHA Resource Center page.
Help	The "Help" link will launch the LEAP User Manual.
Logout	The "Logout" link will log the user out of LEAP and take the user to the FHA Connection screen. In order to reaccess LEAP the user will need to log back in through the FHA Connection.
Logged in As	"Logged in As" shows the user the Institution ID and the user credential for who the user is logged in as.



4. Home Page



4. Home Page

4.1 LEAP Menu Bar

The LEAP Menu Bar is displayed across the blue ribbon at the top of the screen. It provides access to various categories and Subcategories of functionality in the system.



LEAP Menu Bar

The table below represents all menu options in LEAP. When using the application, the user can click a Menu Category on the Menu Bar to expand the associated Subcategories.

Menu Categories	Subcategories
Home	
Institution	Addresses
	Corporate Personnel
	Doing Business As
	Affiliations
	Areas Approved for Business
	Notice of Material Event
Branches	Add New Branch
	Branch List and Details
	Areas Approved for Business
Recertification	Submit Recertification
	Recert Extension Request
History	Payment History
	Correspondence History
	Recertification History
Requests	Create New Request
	View/Edit Submitted Requests
Cash Flow Account Setup	



4.2 Institution Summary

The Institution Summary screen provides a quick reference for basic information about the Institution which includes Institution identification numbers, key dates, and program authorizations. This summary data is presented in four distinct panels below the menu bar.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the U.S. Department of Housing and Urban Development logo is on the left, and navigation links (Home, Contact Us, Help, Logout) and a login status (Logged in as: LENDER IDMT00644 (MT0644)) are on the right. Below the header is a dark blue navigation bar with the text "LEAP Lender Electronic Assessment Portal" and a menu with options: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2". It contains four panels: 1. Institution ID: 12489, Insurance Type: Title 2, Mortgagee Type: Supervised Institution, Supervising Agency: FDIC. 2. Tax ID: , NMLS ID: . 3. Fiscal Year End Date: December 31, Recertification Due Date: 03/31/2014, Last Recertification Date: 06/27/2013, Last Payment Received Date: 03/21/2013. 4. Total Active Branches: 7, Functions Authorized to Perform: Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family, Authorized For: Title 2 DE HECM, Title 2 DE Forward, LI Forward. At the bottom, there are three additional panels: Notices, Pending & Upcoming Activities (showing "Your Recertification is past due"), and Outstanding Requests.

Institution Summary screen

Across the bottom portion of the Institution Summary, the user is presented with three additional panels:

- Notices – See [section 4.2.1 - Notices](#)
- Pending & Upcoming Activities – See [section 4.2.2 – Pending & Upcoming Activities](#)
- Outstanding Requests – See [section 4.2.3 Outstanding Requests](#)

Information located in these panels is updated in real time based on key dates and actions performed in LEAP. In this example, within the “Pending & Upcoming Activities” section, the user is being notified that the Institution’s Recertification is past due.



4.2.1 Notices

Notices provide the user with information regarding actions affecting the Institution. Notices do not require any further action by the Institution; they are simply a method for communicating status. All notices are deleted 30 days after they are created.

4.2.2 Pending & Upcoming Activities

Pending & Upcoming Activities display reminder messages when an action must be performed. For example, Pending & Upcoming Activities can include submitting an Institution's Recertification package or responding to a proposed Credit Watch Termination. Pending & Upcoming Activities will be deleted only after the required action has been completed.

4.2.3 Outstanding Requests

Outstanding Requests display a Request or Notice of Material Event that has been submitted by an Institution and is under review by FHA. Outstanding Requests will continue to be displayed until FHA Approves, Disapproves, or Requests Additional Information on the request. If FHA Requests Additional Information, an e-mail will be sent to the Institution's Administrative Contact and a Notice will be updated on the Institution Home Page. Outstanding Requests will be deleted once an Approve or Disapprove decision is made by FHA.

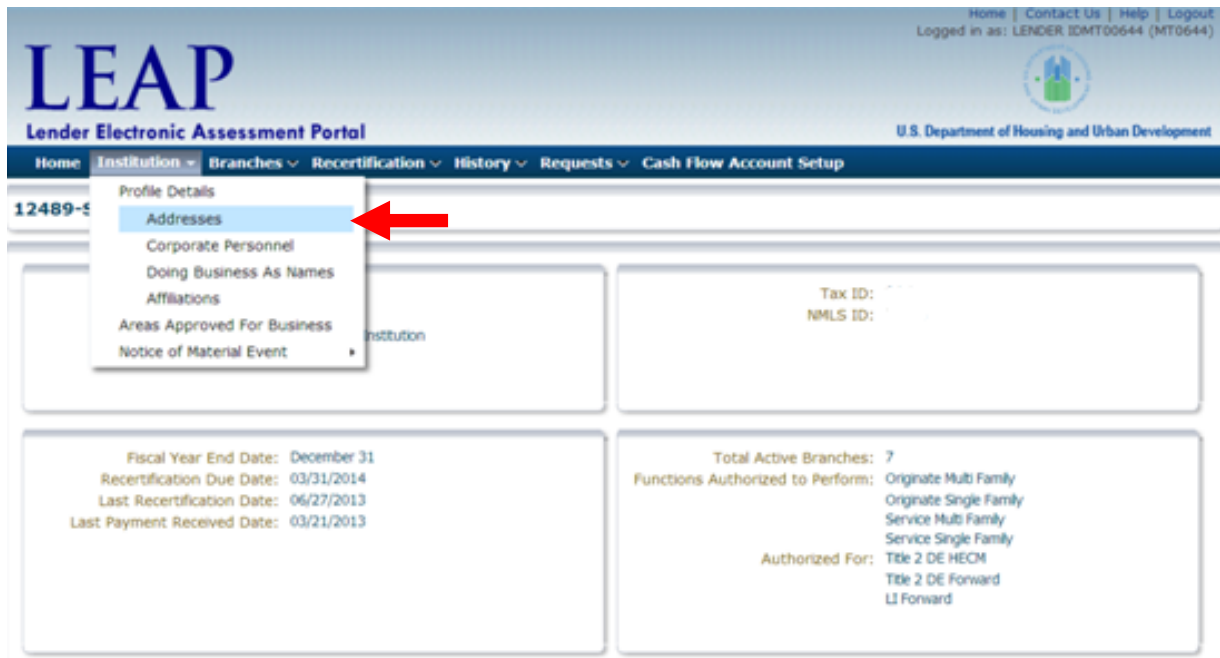


5. Institution



5. Institution

LEAP enables a user to manage the data associated with the Institution's profile. To view or edit Institution-level information, click "Institution" from the Menu Bar and select from the available options, which include: Profile Details, Addresses, Corporate Personnel, Doing Business As Names, Affiliations, Areas Approved for Business, and Notice of Material Event.



Institution Summary



5.1 Addresses and Contact Information

There are eight possible addresses associated with the Institution; Administrative, CHUMS, Endorsement, Payee, Mailing, Premium, Servicing, and Geographic.

The Administrative Address must have a designated point of contact (Administrative Contact). Point of contact information is optional for other addresses.

All addresses are validated with United States Postal Service (USPS).

5.1.1 Adding an Address

To add an address, click the Institution drop-down list on the Menu Bar and select “Addresses.” The Address and Contact Information panel will expand, and display all addresses currently on record for the Institution.

Click the “Add” button and enter the required fields.



The Add button will only be active if there is a missing Address Type. If the Add button is inactive, use the edit button as described in section [5.1.2- Editing an Existing Address](#).

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All Collapse All

Profile Details

Address And Contact Information

+ Add Edit

Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Administrative	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	GINA
CHUMS	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Endorsement	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Payee	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Mailing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Premium	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Servicing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	

Institution Profile – Address and Contact panel expanded



5.1.2 Editing an Existing Address

When a change associated with the Institution's address is required, click the Institution drop-down list on the Menu Bar and select "Addresses."

To edit an existing address, select the address by clicking on the specific address type, then click the "Edit" button.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All | Collapse All

Profile Details

Address And Contact Information

+ Add Edit

Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Administrative	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	GINA
CHUMS	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Endorsement	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Payee	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Mailing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Premium	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Servicing	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	

Institution Profile – Address and Contact panel expanded



The Institution must have one address designated as Geographic



Clicking the “Edit” button opens the Edit Address pop-up. Edit any of the allowable fields, and click “OK.”



Fields that can be edited will have a white background, whereas fields that cannot be edited will have a grey background.

Address Type	At
CHUMS	FF
Endorsement	FF
Payee	FF
Mailing	FF
Premium	FF
Servicing	FF
Geographic	FF

Edit Address pop-up



To add or change an address for a different Address Type, navigate back to the Address and Contact Information panel in the Institution Profile screen and click “Add” or “Edit”.



5.1.3 Updating Geographic Address to a Different State

The Geographic Address state cannot be edited directly by an Institution user. In order to change the Geographic Address to a different state, the Institution must submit a request to FHA with supporting documentation.

From the Institution Profile – Address and Contact panel, select the Geographic Address and click the “Edit” button. This opens the Edit Address pop-up. Click the “Click here to submit request for Geographic State Change” link located below the State data field box to submit a request to edit the address state.

Edit Address pop-up

Clicking this link opens the Requests screen. For details on submitting a request to FHA, see [section 9 - Requests](#).



5.1.4 Editing an Address that USPS Does Not Recognize

After saving an address and clicking “OK,” if the address cannot be successfully validated with the USPS, an error message will appear in the Edit Address pop-up.

Normally, this will be due to an error that the user needs to correct, but in some rare cases the Institution may want to submit a request to FHA to override the error and add the address without USPS validation.

In these cases, click the “Click Here” link displayed in the error message.

The screenshot shows the 'Edit Address' pop-up window. The 'Address' section contains the following fields: Address Type (Geographic), Attention (FHA MORTGAGE DEPARTMENT), Street Address (111 Woget Ln), City (Walnut Creek), State (California), and Zip Code (94598). Below these fields is a red 'X' icon and an error message: 'The address entered could not be validated. Click Here to submit a request to add the address or correct the address above.' A red arrow points to the 'Click Here' link. Below the error message is the 'Point Of Contact' section with fields for First Name, Middle Initial, Last Name, Phone Number, Fax Number, Email Address, and Secondary Email. At the bottom right of the pop-up are 'CANCEL' and 'OK' buttons.

Edit Address pop-up

Clicking this link opens the Requests screen, where the user may submit a request to add the address without USPS validation.

For details on submitting a request to FHA, see [section 9 – Requests](#).



5.1.5 Maintaining Administrative Contact Information

The Administrative Contact associated with the Institution's administrative address will be the primary contact for all interaction between LEAP and the lender. Each Institution must designate one primary Administrative Contact and may also designate a secondary e-mail address to receive LEAP-generated correspondences.



The Primary Administrative contact's e-mail address will receive all correspondence from LEAP; therefore, it is critical that it be kept up-to-date.

To view the current Administrative Contact information, select Institution from the Menu Bar, and click "Addresses". This opens the Institution Profile screen. Go to the Address and Contact Information panel, and refer to the Administrative Address.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile

Expand All | Collapse All

Profile Details

Address And Contact Information

+ Add Edit

Address Type	Attention	Street Address	City	County	State	Zip Code	POC First
Geographic	FHA MORTGAGE DEPARTMENT	171 Wiget Ln	Walnut Creek		CA	94598	
Endorsement	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	
CHUMS	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	
Administrative		13505 CALIFORNIA ST	OMAHA		NE	68154-5247	Sample
Premium	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	
Servicing	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA	DOUGLAS	NE	68154-5247	
Payee	FHA MORTGAGE DEPARTMENT	13505 CALIFORNIA ST	OMAHA		NE	68154-5247	

Corporate Personnel

Institution Profile – Address and Contact Information Panel



5.1.5.1 Editing the Administrative Contact Information

From the Address and Contact Information panel of the Institution Profile screen, select the Administrative Address and click “Edit.”

This opens the Edit Address pop-up. Edit any of the fields in the Address or Point of Contact panels and click “OK.”

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. On the left, the 'Institution Profile' sidebar is visible, with 'Address And Contact' selected. The main content area shows the 'Edit Address' pop-up window. This window is divided into two main sections: 'Address' and 'Point Of Contact'. The 'Address' section contains the following fields: 'Address Type' (set to 'Administrative'), 'Attention' (empty), '* Street Address' (111 Sample Street), '* City' (Example), '* State' (Nebraska), and '* Zip Code' (68154 5247). The 'Point Of Contact' section contains: '* First Name' (Sample), 'Middle Initial' (empty), '* Last Name' (Contact), '* Phone Number' ((248) 225-9026), '* Fax Number' ((248) 225-9026), '* Email Address' (leapautobulk@gmail.com), and 'Secondary Email' (empty). At the bottom right of the pop-up, there are two buttons: 'CANCEL' and 'OK'. A red arrow points directly to the 'OK' button.

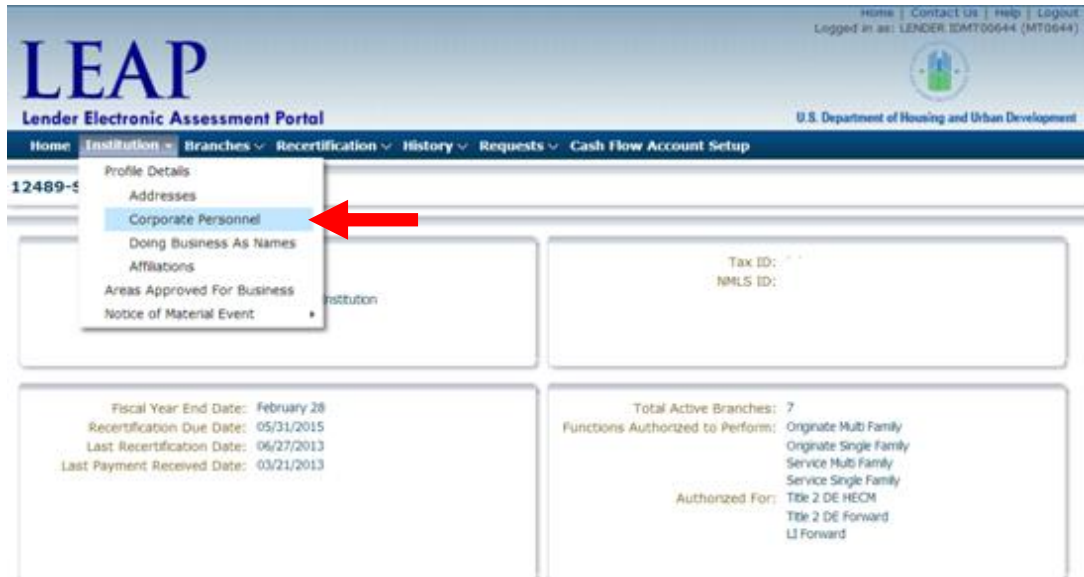
Edit Address pop-up



5.2 Corporate Personnel

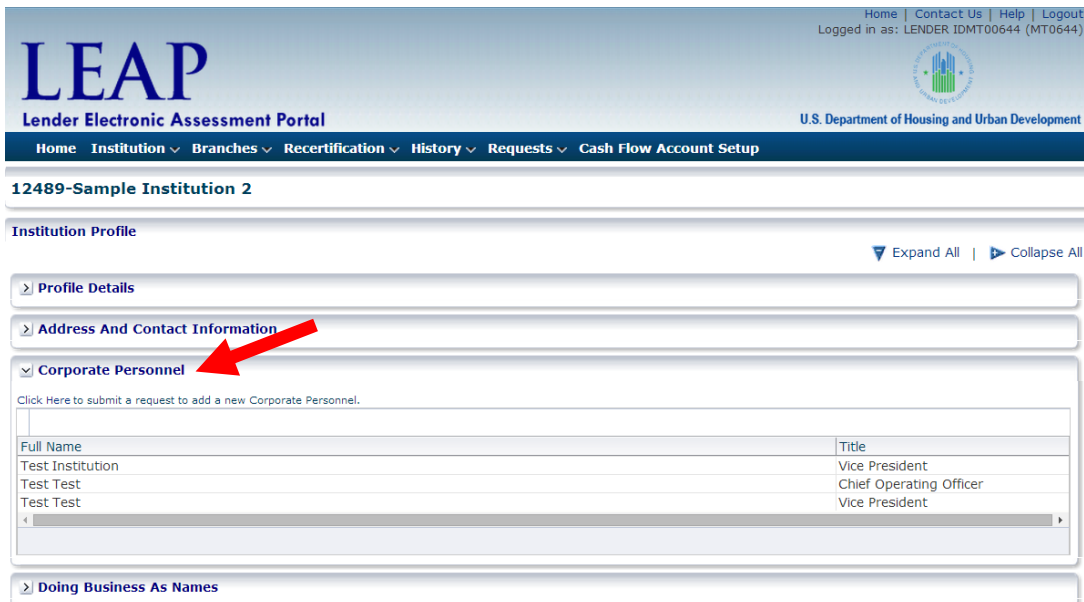
Corporate Personnel are listed in the Institution's profile on the Corporate Personnel panel. The panel displays the Full Name and Title of each corporate personnel. Maintain the corporate personnel by adding, updating, and deleting corporate personnel from the Institution's profile.

To view the corporate personnel information, click the Institution drop-down from the Menu Bar and select "Corporate Personnel."



Institution Summary screen

The Institution Profile screen displays with the Corporate Personnel panel expanded.



Corporate Personnel panel expanded



5.2.1 Adding Corporate Personnel

To view the corporate personnel information, click the Institution drop-down from the Menu Bar and select “Corporate Personnel.”

Corporate Personnel can be added by submitting a request in LEAP. To submit the request, click the “Click here to submit a request to add new personnel” link.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and "Institution Profile". Under the "Corporate Personnel" section, there is a link "Click Here to submit a request to add a new Corporate Personnel." which is highlighted by a red arrow. Below this link is a table with columns "Full Name" and "Title".

Full Name	Title
Test Institution	Vice President
Test Test	Chief Operating Officer
Test Test	Vice President

Institution Profile - Corporate Personnel panel

Clicking this link opens the Requests screen. For details on submitting a request to FHA, see [section 9 – Requests](#).

5.2.2 Updating and Deleting Corporate Personnel

To update or delete Corporate Personnel, submit an Ad Hoc request. For details on submitting a request to FHA, see [section 9 – Requests](#).



5.3 Doing Business As Names

To view Doing Business As (DBA) names for the Institution, click “Doing Business As Names” from the Institution drop-down list on the Menu Bar.

This opens the Institution Profile screen with the Doing Business As Names Panel is expanded.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the portal title and U.S. Department of Housing and Urban Development logo are visible. Below the navigation bar, the institution profile for '12489-Sample Institution 2' is shown. The 'Institution Profile' section includes several expandable panels: Profile Details, Address And Contact Information, Corporate Personnel, Doing Business As Names (which is expanded), Principal Affiliations, and Agent Affiliations. The expanded 'Doing Business As Names' panel shows a table with one entry, 'Sample', and a toolbar with 'Add', 'Edit', and 'Delete' buttons. A red arrow points to the 'Doing Business As Names' panel header.

Institution Profile– Doing Business As Names Panel

Once the Doing Business As Names panel has been expanded, the user has the option to Add, Edit, or Delete DBA names for the Institution.



5.3.1 Adding Doing Business As Names

To add a DBA name, click “Add” at the top of the Doing Business As Names panel.

This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”

Add Doing Business As Name pop-up



DBA names are not required in LEAP.



Institutions with six or more existing DBA names must submit a request to add any additional DBA names. For details on submitting a request to FHA, see [section 9 – Requests](#).



5.3.2 Editing Doing Business As Names

To edit an existing DBA name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

5.3.3 Deleting Doing Business As Names

To delete an existing DBA name, select the name and click “Delete” at the top of the Doing Business As Names panel.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, there is a navigation bar with links: Home, Contact Us, Help, Logout. Below this, it says "Logged in as: LENDER IDMT00644 (MT0644)". The main header area displays the LEAP logo and the text "Lender Electronic Assessment Portal". Below the header is a dark blue navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2". Underneath, there is a section titled "Institution Profile" with a sub-section "Doing Business As Names". This section is expanded, showing a table with one row containing the text "Sample". Above the table, there are three buttons: "Add", "Edit", and "Delete". A red arrow points to the "Delete" button.

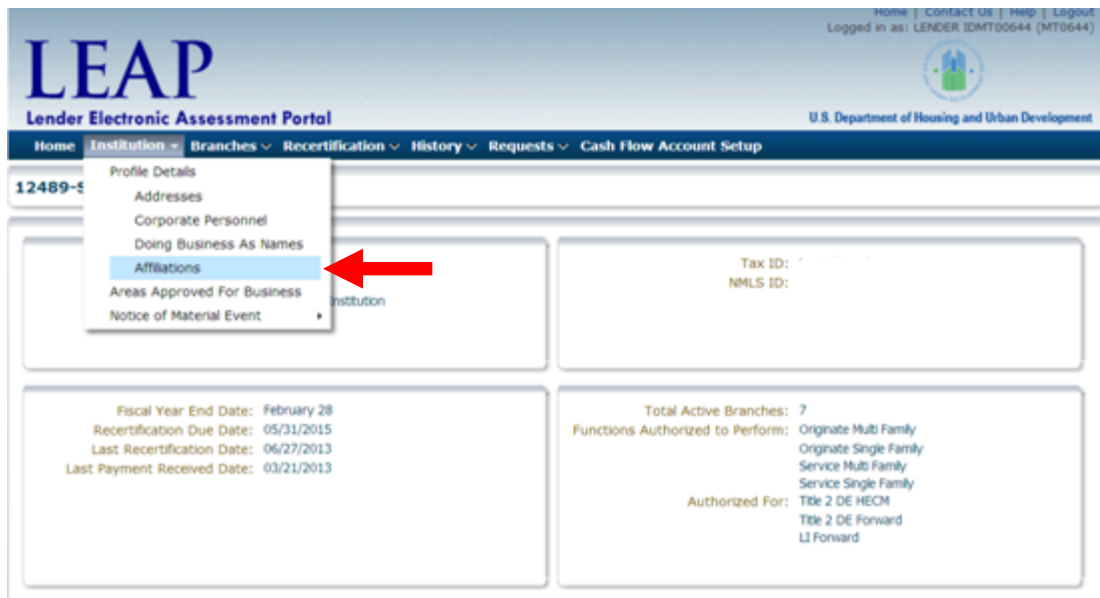
Institution Profile – Doing Business As Names Panel



5.4 Affiliations

FHA requires each Institution to identify Principal and Agent relationships. The following sections will detail adding/editing Principal Affiliations, and withdrawing either a Principal or Agent Affiliation. Institutions may only add other Institutions to their list of Principal Affiliations (thereby designating themselves as Authorized Agents for those Institutions).

To view affiliation information, click the Institution drop-down list from the Menu Bar and click “Affiliations”.



Institution Summary – Highlighting Affiliations drop-down



Selecting Affiliations opens the Institution Profile screen where the Principal and Agent Affiliations panels are expanded.

The Principal Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Principals (for whom the subject Institution may act as the Authorized Agent).

The Agent Affiliations panel displays all other Institutions that are affiliated with the subject Institution as Authorized Agents (for whom the subject Institution may act as the Principal).

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Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile Expand All Collapse All

Profile Details

Address And Contact Information

Corporate Personnel

Doing Business As Names

Principal Affiliations

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/23/2003	Active

Agent Affiliations

Institution ID	Corporate Name	Status Date	Status
10253	FIRST STATE BANK IOWA	04/21/2003	Withdrawn
14522	WEST GATE BANK	05/11/2004	Withdrawn
15001	SEAFORTH MORTGAGE CORP	04/21/2003	Withdrawn
19341	UNION CAPITAL MORTGAGE BUSINESS TRUST	06/30/2011	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/23/2003	Active
74084	RESIDENTIAL MORTGAGE SER INC	11/13/2003	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	04/18/2003	Withdrawn

Institution Profile – Principal Affiliations and Agent Affiliations expanded



5.4.1 Adding a Principal-Agent Affiliation

To add a new Principal-Agent Affiliation, click the “Add” button in the Principal Affiliations panel of the Institution Profile screen.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. The header includes the LEAP logo and the U.S. Department of Housing and Urban Development. The navigation bar contains links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and "Institution Profile". The "Principal Affiliations" panel is expanded, showing a table of existing affiliations. A red arrow points to the "Add" button in the "Principal Affiliations" panel.

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

Institution Profile – Principal Affiliations expanded



Clicking the “Add” button opens the Add Affiliated Institution pop-up.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. A pop-up window titled "Add Affiliated Institution" is open. The pop-up contains the following fields and buttons:

- Instruction: "Enter an institution ID and click 'Search' to validate."
- * Institution ID: (with a red arrow pointing to the "SEARCH" button)
- * Corporate Name: (with the text "No institution entered.")
- * Relationship Established Date: (with a calendar icon)
- Relationship Type: (with the value "Principal")
- * Status: (with a dropdown arrow)
- Buttons: "CANCEL" (red) and "OK" (green) (with a red arrow pointing to the "OK" button)

The background shows the "Institution Profile" section with a table of Principal Affiliations:

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION C	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAV	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

Add Affiliated Institution pop-up

To search for and validate the Principal Institution, enter the five-digit Institution ID in the Institution ID field and click the “Search” button.

Once the Institution has been validated, enter the Relationship Established Date by either clicking the calendar icon to launch the calendar feature or entering the date directly.

Change the Status indicator to Active and click the “OK” button to add the affiliation.

An e-mail notification will be sent to the Administrative Contact for both the subject Institution (the Agent) and the other Institution (the Principal) stating that the affiliation has been added.



5.4.2 Editing or Withdrawing an Affiliation

To edit or withdraw either a Principal or Agent Affiliation, click the Institution drop-down list from the Menu Bar and select “Affiliations.”

Selecting Affiliations opens the Institution Profile page where the Principal and Agent Affiliations panels are expanded.

Select the Affiliation and click “Edit.”

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Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Institution Profile ▼ Expand All | ► Collapse All

▸ Profile Details

▸ Address And Contact Information

▸ Corporate Personnel

▸ Doing Business As Names

▼ Principal Affiliations

Add Edit

Institution ID	Corporate Name	Status Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn
78650	FISHER FINANCIAL GROUP INC	12/28/2005	Withdrawn

Institution Profile – Principal Affiliations expanded



Clicking the “Edit” button opens the Edit Affiliated Institution pop-up.

To edit the Relationship Established Date by either clicking the calendar icon to launch the calendar feature or entering the date directly.

To withdraw the affiliation, change the Status to Withdrawn.

Institution ID	Corporate Name	Relationship Established Date	Status
14522	WEST GATE BANK	12/28/2005	Withdrawn
17332	DAS ACQUISITION CO LLC	12/28/2005	Withdrawn
26193	SIDNEY FEDERAL SAVINGS AND LOAN ASSN	12/28/2005	Withdrawn
70148	FIRST NATIONAL BANK	01/06/2004	Withdrawn
79450	QUICKDRAW REAL EST SERV INC	12/28/2005	Withdrawn
79015	MARKETPLACE HOME MORTGAGE LLC	12/28/2005	Withdrawn

Edit Affiliated Institution pop-up

Click the “OK” button to save edits.

An e-mail notification will be sent to the Administrative Contact for both the Principal and Agent Institutions stating the affiliation has been withdrawn.



5.5 Areas Approved for Business


Areas Approved for Business (AAFBs) show the jurisdictions associated to the Institution, and indicate if the Institution has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

5.5.1 Viewing Areas Approved for Business

To view all AAFBs for an Institution, click the Institution drop-down list from the Menu Bar and click “Areas Approved for Business.”

This opens the Areas Approved for Business screen. View all AAFBs as well as which areas have origination and/or underwriting approval.

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Lender Electronic Assessment Portal

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Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Areas Approved For Business

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval
1	01 02	BANGOR, ME	Y	Y
2	01 06	BOSTON, MA	Y	Y
3	04 16	COLUMBIA, SC	Y	Y
4	04 19	GREENSBORO, NC	Y	Y
5	04 26	JACKSON, MS	Y	Y
6	04 29	JACKSONVILLE, FL	Y	Y
7	04 36	LOUISVILLE, KY	Y	Y
8	04 37	KNOXVILLE, TN	Y	Y
9	04 40	MEMPHIS, TN	Y	Y
10	04 43	NASHVILLE, TN	Y	Y
11	04 44	ORLANDO, FL	Y	Y
12	04 46	SAN JUAN, PR	Y	Y
13	04 50	TAMPA, FL	Y	Y
14	05 06	CHICAGO, IL	Y	Y
15	05 10	CINCINNATI, OH	Y	Y
16	05 12	CLEVELAND, OH	Y	Y
17	05 16	COLUMBUS, OH	Y	Y
--	--	--	--	--

Areas Approved for Business screen



5.5.2 Notification of Credit Watch Action

In the event of a proposed Credit Watch Termination, a message will appear in the Pending & Upcoming Activities section of the Institution Summary screen (see section [4.2.2 – Pending & Upcoming Activities](#)).

In the event of a Credit Watch Termination by FHA, a message will appear in the Notices section of the Institution Summary screen (see section [4.2.1 – Notices](#)).

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12489-Sample Institution 2

Institution ID: 12489 Insurance Type: Title 2 Mortgagee Type: Supervised Institution Supervising Agency: FDIC	Tax ID: NMLS ID:	
Fiscal Year End Date: February 28 Recertification Due Date: 05/31/2015 Last Recertification Date: 06/27/2013 Last Payment Received Date: 03/21/2013	Total Active Branches: 7 Functions Authorized to Perform: Originate Multi Family Originate Single Family Service Multi Family Service Single Family Title 2 DE HECM Title 2 DE Forward LI Forward	
Notices <ul style="list-style-type: none">A Proposed Underwriting Credit Watch has been imposed on Jurisdiction 12 BANGOR, ME	Pending & Upcoming Activities <ul style="list-style-type: none">You may submit a response to your Proposed Underwrite Credit Watch Termination.The financial data for your Recertification must be completed.Your Recertification Payment is due.Your Recertification is due in 388 days.Your Recertification is due in 388 days.	Outstanding Requests <ul style="list-style-type: none">Your request to add a new corporate officer is under review by OLAPC.

Institution Summary screen



5.5.3 Applying for Credit Watch Reinstatement

An Institution may apply for authority to originate and/or underwrite FHA-insured mortgages in a specific field office jurisdiction at the end of the six-month exclusion period following a Credit Watch Termination. The Institution must be an active FHA-approved lender and the underlying causes for the termination must have been satisfactorily remedied.

Click on the “Office ID” field to view the Areas Approved for Business for the Branch for which the user wishes to apply for reinstatement.

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12489-Sample Institution 2

Search By Branch ID
Branch ID: Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

Areas Approved For Business For Branch

Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch.

Branches screen



Click the “Reinstate” button in the Action column.

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Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Search By Branch ID

Branch ID: Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248900007	Active	Y		171 Wiget Ln	Walnut Creek	CA
2	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
3	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
4	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
5	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901050	Terminated	N		701 W BROADWAY AVE	ENID	OK

Areas Approved For Business For Branch 1248900013

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	04 19	GREENSBORO, NC	N	Y	<input type="button" value="REINSTATE"/>
2	04 26	JACKSON, MS	Y	Y	
3	04 29	JACKSONVILLE, FL	Y	Y	

Areas Approved For Business screen

This opens the Requests page. For more information on submitting a Request, see [section 9 – Requests](#).

5.6 Notice of Material Event

FHA-approved Institutions are required to notify FHA of business changes subsequent to approval. LEAP allows the Institution to electronically submit a Notice of Material Event for any one of the following:

1. Bankruptcy
2. Business Form Change
3. Cease Operations
4. Change in Partnership
5. Fidelity Bond or E&O Insurance
6. Lending License(s) Surrender
7. Liquid Assets Deficiency
8. Operating Loss
9. Principal Activity Change
10. Principal Owners
11. Supervision Change
12. Unresolved Findings/Sanctions



5.6.1 Submitting a New Notice of Material Event

To submit a Notice of Material Event, click “Notice of Material Event,” and then click “Submit New Notice of Material Event” from the Institution drop-down on the Menu Bar.

Institution Summary – Notice of Material Event drop-down

This opens the Notice of Material Event screen.

Select a Notice of Material Event Type. The screen will then display additional instructions, including any information and/or documents that must be provided. You must also indicate the Event Date and include Additional Comments that will clarify the Notice of Material Event.

Notice of Material Event screen



To add any relevant attachments, select the file from where it is saved.

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Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Notice Of Material Event Details

* Notice of Material Event Type: Fidelity Bond or E&O Insurance

Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number and a point of contact for the lender, to the attention of the Division Director of the Lender Approval and Recertification Division.

* Event Date: 4/1/2014

* Additional Comments: Notice of Material Event sample comment.

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0 Choose File No file chosen

CANCEL SUBMIT

Notice of Material Event – Adding attachments

Once all required fields are completed, Click “Submit.”

Once submitted, the Notice of Material Event List screen is opened, displaying the details of the submitted Notice of Material Event (see [section 5.6.2 – Notice of Material Event List](#)).

5.6.2 Notice of Material Event List

To view a history of any Notices of Material Events submitted by the Institution, click “Notice of Material Event,” and then Notice of Material Event List from the Institution drop-down on the Menu Bar.

This opens the Notice of Material Event List screen, where all Notice of Material Event history is displayed.

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Notice Of Material Events History

#	Notice of Material Event Type	Description	Event Date
1	Unresolved Findings/Sanctions	Test NME.	04/08/2014 00:00:00

Notice of Material Event List screen

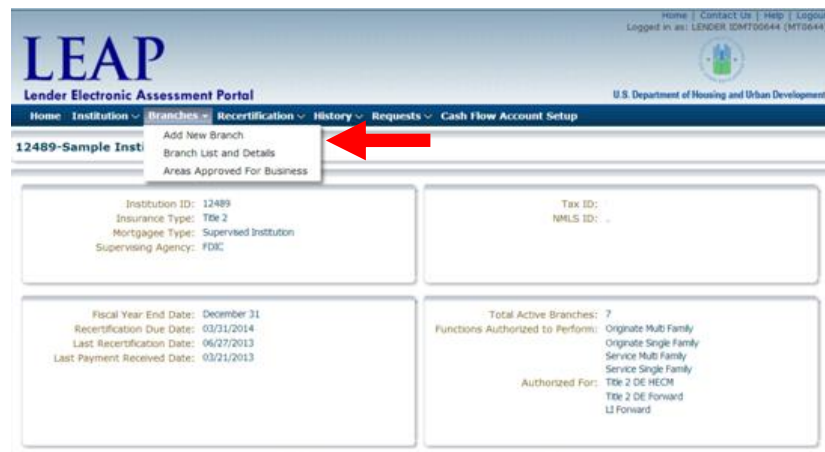


6. Branches

6. Branches

To view all Branch screens, click the Branches drop-down list on the Menu Bar. The options on the Branches drop-down are as follows:

- Add New Branch
- Branch List and Details
- Areas Approved For Business.



Institution Summary – Branches drop-down

6.1 Add New Branch

To add a Branch, click “Add New Branch” on the Branches drop-down list on the Menu Bar. Clicking Add New Branch opens a Notice screen that states payment will be required to add a Branch.



Add Branch Notice

Click “Continue.”



This opens the Add Branch screen, where all required steps to add a Branch are displayed.

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12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

1 of 6 NEXT

* Branch Type
* Insurance Type
* Functions Authorized to Perform
* Phone Number
* Email Address
Fax Number
NMLS ID

Add Branch – Profile



The submit button will remain inactive until all tabs are complete.



To go back to the Institution Summary or Menu Bar prior to completing all Add Branch tabs, click “Cancel.” The information entered prior to clicking Cancel will not be saved.

Enter all Required Fields for the Profile Tab of the Add Branch screen, and click “Next.”



Clicking “Next” opens the Doing Business As Names Tab of the Add Branch screen. Enter any DBA names by clicking “Add.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there's a header with the LEAP logo and navigation links: Home, Contact Us, Help, Logout. Below the header, the user is logged in as LENDER IDMT00644 (MT0644). The main content area is titled '12489-Sample Institution 2' and 'Add Branch'. There are tabs for Profile, Doing Business As Names, Addresses, Personnel, Review & Certification Statement, and Payment. The 'Doing Business As Names' tab is active. Below the tabs, there's a section titled 'Doing Business As Names' with a table. The table has columns for Add, Edit, and Delete. A red arrow points to the 'Add' button in the table.

Add Branch – Doing Business As Names

Clicking “Add” opens the Add Doing Business As Name pop-up. Enter the appropriate name in the Doing Business As Name field and click “OK.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface with the 'Add Doing Business As Name' pop-up window open. The pop-up has a text field labeled 'Doing Business As Name' and two buttons: 'CANCEL' and 'OK'. A red arrow points to the 'OK' button. The background shows the 'Add Branch' screen with the 'Doing Business As Names' tab selected.

Add Doing Business As Name

Click “Next” to go to the Addresses Tab of the Add Branch screen.



The Addresses Tab displays a warning that a Geographic Address is required.

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Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 3 of 6 NEXT

Branch Addresses

A Geographic address is required to proceed to the next step.

+ Add Edit Delete

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact

Add Branch – Addresses

To add a Geographic Address, click “Add.” This opens the Add Address pop-up. Enter all required fields and click “OK.”

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Lender Electronic Assessment Portal

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12489-Sample Institution 2

Add Branch

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 3 of 6 NEXT

Branch Addresses

A Geographic address is required to proceed to the next step.

+ Add Edit Delete

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact

Add Address

Address

* Address Type:

Attention:

* Street Address:

* City:

* State:

* Zip Code:

Point Of Contact

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

CANCEL OK

Add Branch – Add Address



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The address is then validated by USPS. Once validated, the below message will appear. Click “Confirm” to add the address.

Add Address

Address

Address Type:

Attention:

* Street Address:

City:

State:

* Zip Code:

The entered address has been validated and formatted. Click 'Confirm' to save or 'Cancel' to update the address.

Point Of Contact

First Name:

Middle Initial:

Last Name:

Phone Number:

Fax Number:

Email Address:

Secondary Email:

CANCEL CONFIRM

Add Branch – Add Address

The address will now appear on the Addresses Tab of the Add Branch screen. Additional addresses can be added to the Branch through the same process. Only one of each Address Type can be added. Any Address Types not added will default to the Geographic Address.

Click “Next” to continue.

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12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

☒ Profile ☒ Doing Business As Names ☒ **Addresses** ☐ Personnel ☐ Review & Certification Statement ☐ Payment

PREVIOUS 3 of 6 NEXT

Branch Addresses

Type	Addressee	Street Address	City	State	Zip Code	Point of Contact
Geographic		171 Wiget Ln	Walnut Creek	CA	94598-3452	

Add Branch – Add Address



This opens the Personnel tab of the Add Branch screen. A warning is displayed that there must be a Branch Manager or Regional Manager to continue to the next step.

Click the “Add” button to add personnel.

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Lender Electronic Assessment Portal

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12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 4 of 6 NEXT

Branch Personnel

You need to add a Branch Manager or Regional Manager to proceed to the next step.

+ Add Edit Delete

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
-------	-----	------------	----------------	-----------	---------------	--------------

Add Branch – Personnel

This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”

LEAP
Lender Electronic Assessment Portal

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12489-Sample Institution 2

Add Branch

CANCEL SUBMIT

Profile Doing Business As Names Addresses Personnel Review & Certification Statement Payment

PREVIOUS 4 of 6 NEXT

Branch Personnel

You need to add a Branch Manager or Regional Manager to proceed to the next step.

+ Add Edit Delete

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
-------	-----	------------	----------------	-----------	---------------	--------------

Add Branch Personnel

* First Name: Sample

Middle Name:

* Last Name: Personnel

* SSN: 111-22-3333

* Job Title: Branch Manager

* Phone Number: (111) 222-3333

* Fax Number: (111) 222-3333

* Email Address: leaptestola@gmail.com

CANCEL OK

Add Branch – Add Branch Personnel

The new personnel will appear on the Personnel Tab of the Add Branch screen.



Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches.



Click “Next” to continue.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [X] Doing Business As Names [X] Addresses [X] Personnel [X] Review & Certification Statement [X] Payment [X]

PREVIOUS 4 of 6 NEXT

Branch Personnel

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leaptestola@gmail.com	(111) 222-3333

Add Branch – Personnel

This opens the Review & Certification Statement Tab of the Add Branch screen.

Review the new Branch information, and certify to the statements in the Certification Statement section by checking each box.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Add Branch [CANCEL] [SUBMIT]

Profile [X] Doing Business As Names [X] Addresses [X] Personnel [X] Review & Certification Statement [X] Payment [X]

PREVIOUS 5 of 6 NEXT

Add Branch Information Review

Branch Profile

Branch Type: Non-traditional
Insurance Type: Title 2
Phone Number: (111) 222-3333
Fax Number: (111) 222-3333
Email Address: leapautobulk@gmail.com
Functions Authorized to Perform: S-Originate SF
NMLS ID: 111111

Doing Business As Names

Sample

Personnel

Title	SSN	First Name	Middle Initial	Last Name	Email Address	Phone Number
Branch Manager	111-22-3333	Sample		Personnel	leaptestola@gmail.com	(111) 222-3333

Addresses

Type	City	State	Zip Code	Street Address	Phone Number	Fax Number	Primary E
Geographic	Walnut Creek	CA	94598	171 Wiget Ln			

Certification Statement

☒ I certify that this branch office meets all HUD/FHA requirements.

☒ I certify that the staff of this branch office are employees of this corporation, which will pay all operating costs of this office, including compensation of all employees.

Add Branch – Review and Certification



Once both boxes are checked, the next button is activated. Click “Next” to continue. This opens the Payment Tab of the Add Branch screen. The amount due is automatically calculated. Enter the Bank Routing Number, Bank Account Number, and Account Type and click “Submit.”

LEAP uses a web service interface with pay.gov to collect payments using the account details provided.

Add Branch – Payment

Once payment is submitted, a Branch Payment Confirmation screen opens with a Pay.gov receipt number. The Submit button is now active on the top-right of the screen. Click “Submit” to add the Branch.

Add Branch – Payment Confirmation



This Branch will not become active until payment has cleared.



6.2 Branch List and Details

The Branch List will display a list of all Branches. To view the list, click the Branches drop-down from the Menu Bar and click “Branch List and Details.”

This opens the Branch List screen. To view the details of a Branch, click the 10-digit Office ID.

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	Sta
1	4470200009	Active	Y			RUSH CITY	MN

Branch List screen

To search for a specific Branch, enter the 10-digit Branch ID in the Branch ID field, or use the Search by Branch Location link.

Once a Branch has been selected, the Branch Profile Details screen for that Branch is opened. See section [6.3 – Branch Profile Details](#).



If the Branch selected is the Main Office, the Institution Profile Details screen is opened.

6.3 Branch Profile

To view profile details for a Branch, select the Branch from the Branch List and Details Screen. The Branch Profile screen for the selected branch is displayed.

Branch ID: 4470200012
Branch Type: Traditional
Branch Name:
Phone Number: (111) 222-3333
Fax Number:
Email Address: leapautobulk@gmail.com
Functions Authorized to Perform:
NMLS ID:

Doing Business As Names
Personnel
Addresses And Contact Information

Branch Profile – Profile details panel expanded



To edit basic profile information, click “Edit” in the Profile Details Panel.

This opens the Edit Branch Profile pop-up. Make any edits and click “OK.”

The 'Edit Branch Profile' window displays the following information and fields:

- Branch ID: 4470200012
- * Branch Type: Traditional (dropdown menu)
- * Phone Number: (111) 222-3333
- Fax Number: (empty field)
- * Email Address: leapautobulk@gmail.com
- * Functions Authorized to Perform: Not Applicable (dropdown menu)
- NMLS ID: (empty field)

Buttons: CANCEL (red), OK (green)

Edit Branch Profile

6.4 Branch Addresses and Contact Information

The address and contact information for the selected branch is displayed in the Addresses and Contact Information Panel of the Branch Profile screen.

The 'Branch Profile' screen shows the following structure:

- Header: LEAP Lender Electronic Assessment Portal, U.S. Department of Housing and Urban Development. Navigation links: Home, Institution, Branches, Recertification, History, Requests, Cash Flow Account Setup.
- Branch Profile Section: Expand All, Collapse All, Branch Search, Terminate Branch.
- Profile Details Panel: Expanded.
- Doing Business As Names Panel: Collapsed.
- Personnel Panel: Collapsed.
- Addresses And Contact Information Panel: Expanded, showing a table of addresses.

Address Type	Attention	Street Address	City	State	Zip Code	POC First Name	POC Middle Initial	POC Last Name
Endorsement		171 Wiget Ln	Walnut Creek	CA	94598-3452			

Branch Profile – Addresses and Contact Information panel expanded



6.4.1 Adding a New Address

To add a new address, click “Add” in the Addresses and Contact Information Panel of the Branch Profile Details screen.

This opens the Add Address pop-up.

The image shows a screenshot of the 'Add Address' pop-up window. The window has a title bar with the text 'Add Address' and a close button. It contains two main sections: 'Address' and 'Point Of Contact'. The 'Address' section includes fields for 'Address Type' (a dropdown menu), 'Attention' (a text field), 'Street Address' (a text field), 'City' (a text field), 'State' (a dropdown menu), and 'Zip Code' (a text field). The 'Point Of Contact' section includes fields for 'First Name', 'Middle Initial', 'Last Name', 'Phone Number', 'Fax Number', 'Email Address', and 'Secondary Email'. At the bottom right of the window are two buttons: 'CANCEL' and 'OK'.

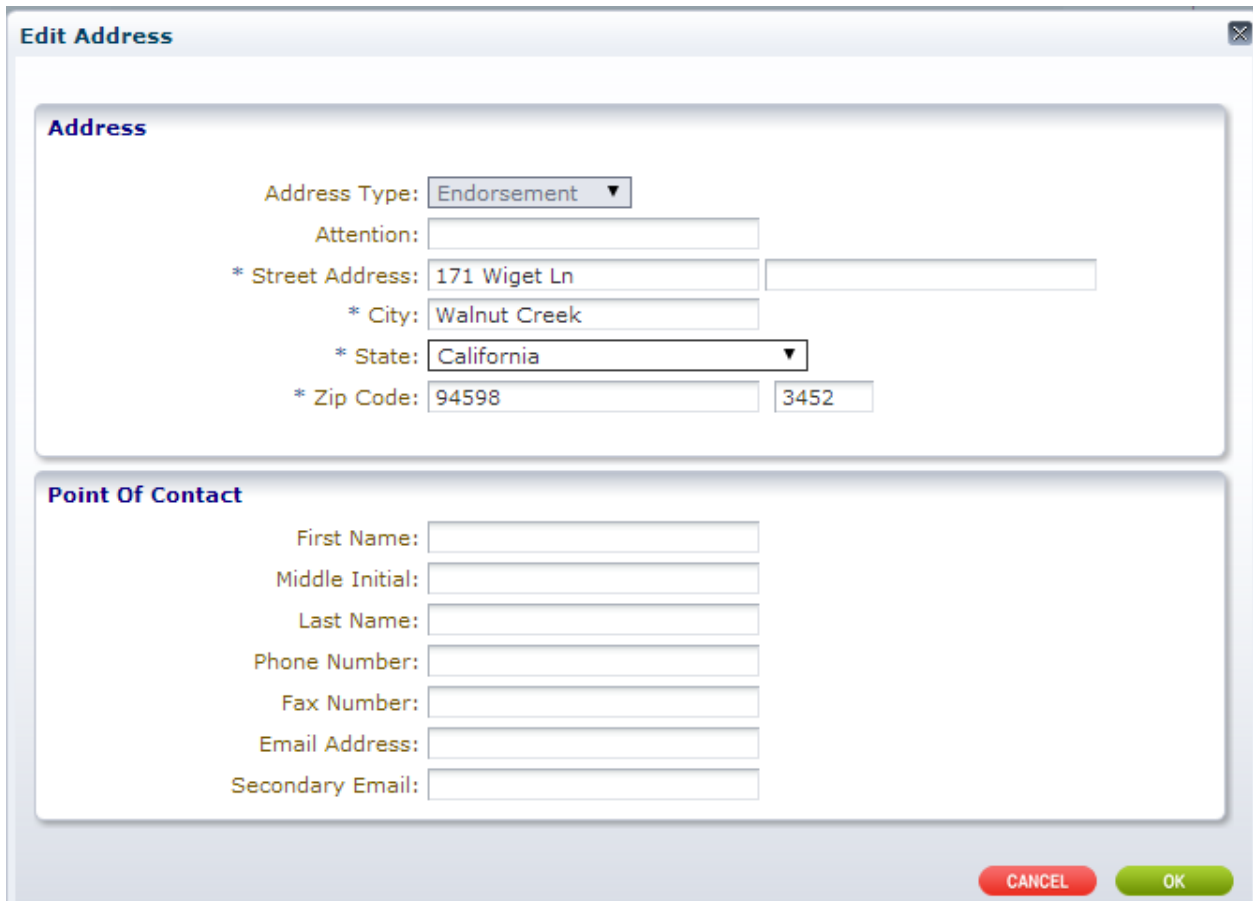
Add Address pop-up

Enter all required fields and click “OK.” The address is then validated by USPS.

6.4.2 Editing an Existing Address

To edit an existing address, go to the Addresses and Contact Information Panel on the Branch Profile Details screen. Select the address to edit by clicking in the Address Type Column, and then click the “Edit” Button.

This opens the Edit Address pop-up.



Edit Address pop-up

Make the edits and click “OK.”

To update a Geographic Address to a different state, refer to [section 5.1.3 – Updating Geographic Address to a Different State](#).

To edit an Address that USPS does not recognize, refer to [section 5.1.4 – Editing an Address that USPS Does Not Recognize](#).



6.5 Branch Personnel

To view personnel for a Branch, select Branch List and Details from the Branches drop-down on the Menu Bar. Select the relevant branch by clicking the Office ID.

This opens the Branch Profile screen for the selected branch. From here, expand the Personnel section by clicking the arrow to the left of the section.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All Collapse All Branch Search Terminate Branch

Profile Details

Branch ID: 1248900013
Branch Type: Direct Lender
Branch Name:
Phone Number: (800) 563-1852
Fax Number: (402) 918-8401
Email Address: leapautobulkemails@gmail.com
Functions Authorized to Perform: Originate Single Family
NMLS ID:

Edit

Doing Business As Names

Personnel

Add Edit

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All Collapse All Branch Search Terminate Branch

Branch Profile – Personnel panel expanded



6.5.1 Add Branch Personnel

To add Personnel to a branch, click “Add” in the Personnel panel of the Branch Profile screen.

The screenshot displays the LEAP Lender Electronic Assessment Portal interface. At the top, the portal logo and navigation links (Home, Contact Us, Help, Logout) are visible. The user is logged in as LENDER IDMT00644 (MT0644). The main navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The current view is for institution 12489-Sample Institution 2, showing the Branch Profile. The profile details include Branch ID, Branch Type, Branch Name, Phone Number, Fax Number, Email Address, Functions Authorized to Perform, and NMLS ID. The Personnel panel is expanded, showing a table with columns for First Name, Middle Name, POC Last Name, Job Title, Type, Phone Number, Email Address, and Fax Number. A red arrow points to the 'Add' button in the Personnel panel.

Branch ID: 1248900013
Branch Type: Direct Lender
Branch Name:
Phone Number: (800) 563-1852
Fax Number: (402) 918-8401
Email Address: leapautobulkemails@gmail.com
Functions Authorized to Perform: Originate Single Family
NMLS ID:

Personnel

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Branch Profile – Personnel panel expanded



This opens the Add Branch Personnel pop-up. Enter all required fields and click “OK.”

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the portal's name and the U.S. Department of Housing and Urban Development logo are visible. A navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the 'Branch Profile' for '12489-Sample Institution 2'. A pop-up window titled 'Add Branch Personnel' is open, featuring input fields for First Name, Middle Name, Last Name, SSN, Job Title (a dropdown menu), Phone Number, Fax Number, and Email Address. The pop-up has 'CANCEL' and 'OK' buttons at the bottom. In the background, the 'Personnel' section of the branch profile is visible, showing a table with columns for First Name, Middle Name, and Last Name, and a message stating 'No data to display.'

Add Branch Personnel pop-up

The new personnel will appear in the Personnel panel of the Branch Profile screen.



Only one Branch Manager and one Regional Manager may be added for each Branch. A Regional Manager may be associated with multiple Branches.



6.5.2 Edit Branch Personnel

Branch Personnel can be edited or deleted by first selecting the row to edit and then clicking the “Edit” or “Delete” buttons on the Personnel panel of the Branch Profile screen.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details

Branch ID: 1248900013
Branch Type: Direct Lender
Branch Name:
Phone Number:
Fax Number:
Email Address: leapautobulkemails@gmail.com
Functions Authorized to Perform: Originate Single Family
NMLS ID:

Edit

Doing Business As Name

Personnel

Add Edit Delete

First Name	Middle Name	POC Last Name	Job Title	Type	Phone Number	Email Address	Fax Number
No data to display.							

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

Branch Profile – Personnel panel expanded



6.6 Doing Business As Names

To update a Doing Business As (DBA) Name, click “Doing Business As Names” from the Branches drop-down on the Menu Bar. This opens the Profile screen with the Doing Business As Names Panel expanded.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

☒ Profile Details Edit

Branch ID: 1248900013
Branch Type: Direct Lender
Branch Name:
Phone Number:
Fax Number:
Email Address: leapautobulkemails@gmail.com
Functions Authorized to Perform: Originate Single Family
NMLS ID:

☒ Doing Business As Names

+ Add Edit Delete

Doing Business As Name

No data to display.

☒ Personnel

☒ Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

Branch Profile – Doing Business As Names panel expanded

To add a DBA Name, click “Add” at the top of the Doing Business As Names panel.



This opens the Add Doing Business As Name pop-up. Enter the DBA Name and click “OK.”

A screenshot of a web-based pop-up window titled "Add Doing Business As Name". The window has a light blue header bar with the title and a close button (X) in the top right corner. The main content area is white and contains a label "* Doing Business As Name:" followed by a text input field. Below the input field, there are two buttons: a red "CANCEL" button and a green "OK" button.

Add Doing Business As Name pop-up

6.6.1 Editing Doing Business As Names

To edit an existing DBA Name, select the name and click “Edit” at the top of the Doing Business As Names panel. Edit the DBA name and click “OK.”

6.6.2 Deleting Doing Business As Names

To delete an existing DBA Name, select the name and click “Delete” at the top of the Doing Business As Names panel.



6.7 Terminating a Branch

Select the branch to terminate from the Branch List and Details screen. The Branch Profile screen for the selected branch is displayed. Click the “Terminate Branch” button.

LEAP
Lender Electronic Assessment Portal

Home | Institution | Branches | Recertification | History | Requests | Cash Flow Account Setup

Branch Profile

Expand All | Collapse All | Branch Search | Terminate Branch

Profile Details

Branch ID: 4470200012
Branch Type: Traditional
Branch Name:
Phone Number: (111) 222-3333
Fax Number:
Email Address: leapautobulk@gmail.com
Functions Authorized to Perform:
NMLS ID:

Doing Business As Names

Personnel

Addresses And Contact Information

Expand All | Collapse All | Branch Search | Terminate Branch

Branch Profile – Highlighting Terminate Branch

A Branch Termination pop-up warning will appear asking to confirm the Branch termination. Click “OK” to terminate the Branch.

Alert: Branch Termination

You are requesting to terminate the following branch:
4470200012

Click 'OK' to continue or 'Cancel' to abandon branch termination

OK Cancel

Branch Termination pop-up



Once a Branch is terminated, it cannot be reinstated. If the Institution wishes to reinstate the Branch location, it must use the Add Branch function to re-register the Branch.



View the status of the Branches for the Institution by navigating to the Branch List and Details screen from the Branches drop-down on the Menu Bar. The newly terminated Branch has an updated status of Terminated.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00940 (MT0940)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Search By Branch ID

Branch ID: Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	4470200009	Active	Y		1180 W 4TH ST	RUSH CITY	MN
2	4470200012	Terminated			171 Wiget Ln	Walnut Creek	CA

Branch List and Details

6.8 Areas Approved for Business

Areas Approved for Business (AAFBs) are displayed at the Branch level for each Institution. View AAFBs by selecting Areas Approved for Business from the Branches drop-down on the Menu Bar.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution

- Add New Branch
- Branch List and Details
- Areas Approved For Business

Institution ID: 12489
Insurance Type: Title 2
Mortgagee Type: Supervised Institution
Supervising Agency: FDIC

Tax ID:
NMLS ID:

Fiscal Year End Date: December 31
Recertification Due Date: 03/31/2014
Last Recertification Date: 06/27/2013
Last Payment Received Date: 03/21/2013

Total Active Branches: 6
Functions Authorized to Perform:
Originate Multi Family
Originate Single Family
Service Multi Family
Service Single Family

Institution Summary – Areas Approved for Business drop-down highlighted



6.8.1 Viewing Areas Approved for Business

Click on the Office ID of any Branch to view the AAFBs for that Branch. The AAFBs will appear in the Areas Approved For Business For Branch panel.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution **Branches** Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Search By Branch ID

Branch ID: Search By Branch Location

Branches

#	Office ID	Status	Main Office Flag	Doing Business As Name	Street Address	City	State
1	1248901110	Active	N		9400 ANTIOCH RD	OVERLAND PARK	KS
2	1248902008	Active	N		520 MAIN AVE FL 5	FARGO	ND
3	1248901146	Active	N		7465 ASHWORTH RD	WEST DES MOINES	IA
4	1248900013	Active	N		13505 CALIFORNIA ST	OMAHA	NE
5	1248901019	Active	N		9335 E COUNTY LINE RD	CENTENNIAL	CO
6	1248902014	Active	N		222 SW COLUMBIA ST	PORTLAND	OR
7	1248901127	Active	N		7225 N ORACLE RD	TUCSON	AZ
8	1248900007	Active - Pending Withdrawal	Y		171 Wiget Ln	Walnut Creek	CA
9	1248901996	Terminated	N		450 REGENCY PKWY	OMAHA	NE
10	1248901060	Terminated	N		701 W BROADWAY AVE	ENID	OK

Areas Approved For Business For Branch

Click on an Office ID in the list above to display the Areas Approved For Business for the selected branch.

Areas Approved for Business

Areas Approved for Business show the jurisdictions associated to the Institution, and indicate if the Branch has origination and/or underwriting approval in the jurisdiction by displaying a “Y” or “N” for the respective column.

Areas Approved For Business For Branch 1248900007

#	Jurisdiction	Jurisdiction Name	Origination Approval	Underwriting Approval	Action
1	01 36	MANCHESTER, NH	Y	Y	
2	01 43	PROVIDENCE, RI	Y	Y	
3	02 02	ALBANY, NY	Y	Y	
4	02 06	BUFFALO, NY	Y	Y	
5	02 16	CAMDEN, NJ	Y	Y	
6	02 36	NEW YORK, NY	Y	Y	
7	02 39	NEWARK, NJ	Y	Y	
8	03 06	BALTIMORE, MD	Y	Y	
9	03 15	CHARLESTON, WV	Y	Y	
10	03 26	PHILADELPHIA, PA	Y	Y	
11	03 28	PITTSBURGH, PA	Y	Y	
12	03 36	RICHMOND, VA	Y	Y	
13	03 39	WASHINGTON, DC	Y	Y	
14	06 70	TULSA, OK	Y	Y	
15	07 05	DES MOINES, IA	Y	Y	
16	07 16	KANSAS CITY, KS	Y	Y	
17	07 26	OMAHA, NE	Y	Y	

Areas Approved for Business



7. Recertification



7. Recertification

FHA requires all approved lenders to complete and submit their Annual Recertification in accordance with HUD policy. For additional information on FHA's Annual Recertification requirements, please visit the Approvals and Renewals page at www.hud.gov/lenders.

LEAP will send an e-mail notification to the Institution's Administrative Contact ninety days prior to the Institution's Recertification due date. LEAP will send additional e-mails throughout the Recertification process updating the Institution on the status of the Recertification package.



Please ensure that the Administrative Contact e-mail addresses are up to date as all system generated emails will be sent to these email addresses. Refer to section [5.1.5 – Maintaining Administrative Contact Information](#).

From the Menu Bar, click "Submit Recertification" from the Recertification drop-down to begin the process.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Submit Recertification
Recert Extension Request

Institution ID: 12489
Insurance Type: Title 2
Mortgagee Type: Supervised Institution
Supervising Agency: FDIC

Tax ID: 94-0475440
NMLS ID: 19116

Fiscal Year End Date: December 31
Recertification Due Date: 03/31/2014
Last Recertification Date: 06/27/2013
Last Payment Received Date: 03/21/2013

Total Active Branches: 7
Functions Authorized to Perform: Originate Multi Family
Originate Single Family
Service Multi Family
Service Single Family
Authorized For: Title 2 DE HECM
Title 2 DE Forward
LI Forward

Institution Summary – Submit Recertification drop-down highlighted



This opens the Recertification Status screen, which guides the user through the Recertification process. The following screenshot shows each of the possible Recertification process steps a user may need to complete.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the LEAP logo is prominent, followed by the text 'Lender Electronic Assessment Portal'. Below this is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the institution name '12489-Sample Institution 2-Supervised Large' and the status 'Recertification Status : Not Started'. A list of steps is presented, each with a button to initiate or view the step:

Step	Action
Lender Data Verification	START
Certification	START
Audit Related Questions	START
Financial Data Entry	START
Payment	START
Independent Public Accountant's Agreed Upon Procedures	VIEW
Submit to IPA for Review	SUBMIT

Recertification Status screen



The Recertification Status screen will ONLY show the Recertification steps required for each specific Institution, as determined by the Institution's Lender Segment. The Lender Segment appears next to the Lender ID and Name at the top of the Recertification Status screen.



The Recertification Status screen will show a green icon when a step is completed and a yellow icon if a step is in-process and needs further action to complete.



7.1 Lender Segments

Lender Segments are generally based on each Institution's Mortgagee Type and size measured by total net assets. The table below shows the required Recertification steps for each Lender Segment.

Segment	Required Recertification Steps
Non-Supervised	<ul style="list-style-type: none">• Lender Data Verification• Certification• Audit Related Questions• Financial Data Entry• Payment• Submit to IPA for Review• Submit to HUD as Final
Supervised Large <i>Total net assets <u>greater than or equal to</u> \$500 Million</i>	<ul style="list-style-type: none">• Lender Data Verification• Certification• Audit Related Questions• Financial Data Entry• Payment• Submit to IPA for Review• Submit to HUD as Final
Supervised Small <i>Total net assets <u>less than</u> \$500 Million</i>	<ul style="list-style-type: none">• Lender Data Verification• Certification• Financial Data Entry• Payment• Submit to HUD as Final
Government	<ul style="list-style-type: none">• Lender Data Verification• Certification• Submit to HUD as Final
Investing	<ul style="list-style-type: none">• Lender Data Verification• Certification• Audit Related Questions• Financial Data Entry• Payment• Submit to IPA for Review• Submit to HUD as Final



7.2 Recertification Processes

LEAP is designed to navigate the user through the Recertification process via the Recertification Status screen. As stated in section [7.1 – Lender Segments](#), each lender segment will have a specific Recertification process tailored to their segment.

The following sections provide a detailed overview of each Recertification process step.

7.2.1 Lender Data Verification

The Lender Data Verification step requires the user to verify that all Institution Profile information in LEAP is accurate.

To begin, click the “Start” button located to the right of Lender Data Verification on the Recertification Status screen.

Recertification Status screen



This opens the Institution Profile screen where the user can view and edit any profile details, as necessary.

If all Institution information is correct, click “Confirm” on the top-right of the screen. If information needs to be edited, click “Edit” for the relevant section. Once editing is complete, click “Confirm.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489- Sample Institution 2

Institution Profile

RETURN CONFIRM Expand All Collapse All

Profile Details

Edit

Institution ID: 12489 Insurance Type: Title 2 Mortgage Type: Supervised Institution Supervising Agency: FDIC	Tax ID: 94-0475440 NMLS ID: 19116 GNMA ID: 3839 Incorporation State: CA Incorporation Date: 04/14/2014 FHA Approval Date: 09/16/1998
Fiscal Year End Date: December 31 Recertification Due Date: 03/31/2014 Last Recertification Date: 06/27/2013 Last Payment Received Date: 03/21/2013	Total Active Branches: 7 Functions Authorized to Perform: Originate Multi Family Originate Single Family Service Multi Family Service Single Family Authorized For: Title 2 DE HECM Title 2 DE Forward LI Forward

Institution Profile – Profile Details



Some Institution information changes may require submitting a request to FHA. If requests for changes to Institution information are still pending, the user can still confirm that the Lender Data Verification step is complete in order to move on to the next step in the Recertification. See [section 5 – Institution](#) for more information on editing Institution information.



After clicking “Confirm,” the Recertification Status screen opens with an updated status for each required step.

Home | Contact Us | Help | Logout
Logged in as: LENDER_IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2-Supervised Large

Recertification Status : In Process

✓ Lender Data Verification	VIEW
Certification	START
Audit Related Questions	START
Financial Data Entry	START
Payment	START
Independent Public Accountant's Agreed Upon Procedures	VIEW
Submit to IPA for Review	SUBMIT

Recertification Status screen



7.2.2 Certification

The Certification process requires an Institution's corporate officer to certify that the Institution was in compliance with all HUD-required certification statements.

In order to complete this process, the user must have the Certifying Official role (see section [2.1 – Authorization Role Definitions](#)). The Institution's FHA Connection Application Coordinator must grant this role to the appropriate user(s). An Institution can have a maximum of three individuals with the Certifying Official role.

Click the "Start" button to the right of Certification to begin this step. This opens the Certification screen.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, it says "LEAP Lender Electronic Assessment Portal" and "U.S. Department of Housing and Urban Development". Below that, it says "12489-Sample Institution 2". The main section is titled "Certification" and contains a list of 10 certification statements, each with a checkbox. A red arrow points to the first statement: "1. I certify that I am a Corporate Officer of the above-mentioned Mortgagee (hereinafter referred to as 'the Mortgagee'); that I am duly authorized to execute this certification on behalf of the Mortgagee; and that throughout the Certification Period I have known, or been in the position to know, whether the operations of the Mortgagee conformed to all applicable HUD-FHA regulations, handbooks, Mortgage Letters, Title I Letters, and policies." The bottom of the screen has two buttons: "I CERTIFY" and "UNABLE TO CERTIFY".

Certification screen

On the Certification screen, check the box for each certification statement as appropriate.



If the user cannot certify to any of the statements, see section [7.2.2.1 - Unable to Certify](#).



Once all certification statements have been checked, additional data fields are exposed.

Submission Date: 04-16-2014 12:58:42 AM - EDT
Login ID: MT0644

* Full Name:
* Job Title:
* Phone Number:
* Email Address:
* SSN:

[I CERTIFY](#) [UNABLE TO CERTIFY](#)

[CANCEL](#)

Certification – Able to Certify

Enter information in all fields and click the “I Certify” button to complete the process. LEAP validates this information against FHA records to ensure that the current user has the appropriate authority to complete the Certification.

When the Certification step is complete, the Recertification Status screen reopens and the Certification button changes to View.

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

Recertification Status : In Process

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
Audit Related Questions	START
Financial Data Entry	START
Payment	START
Independent Public Accountant's Agreed Upon Procedures	VIEW
Submit to IPA for Review	SUBMIT

Recertification Status screen



7.2.2.1 Unable to Certify

If the user is unable to certify to any of the statements on the Certification, the corresponding box is left unchecked.

For example, in the screen shot below, the user is unable to certify to statements 5, 6, and 10.

Home | Contact Us | Help | Logout
Logged In as: LENDER IDMT00544 (MT0544)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Certification

CANCEL v1.1

In order to certify, a Certifying Official must check the box for each statement and complete the identifying information below. If you are unable to certify to any of the statements, leave those specific box(es) unchecked and click "Unable to Certify." You will be prompted to provide an explanation and attachments.

- ☒ 1. I certify that I am a Corporate Officer of the above-mentioned Mortgagee (hereinafter referred to as "the Mortgagee"); that I am duly authorized to execute this certification on behalf of the Mortgagee; and that throughout the Certification Period I have known, or been in the position to know, whether the operations of the Mortgagee conformed to all applicable HUD-FHA regulations, handbooks, Mortgagee Letters, Title I Letters, and policies.
- ☒ 2. I certify that the Mortgagee is fully responsible for all actions of its principals, owners, officers, directors, managers, supervisors, loan processors, loan underwriters, loan originators, and for the actions of its employees and contractors conducting FHA business for the Mortgagee (hereinafter referred to as "Participants").
- ☒ 3. I certify that during the Certification Period, the Mortgagee did not employ or retain any Participant who was subject to a current suspension, debarment, limited denial of participation or other restriction imposed under part 25 of title 24 of the Code of Federal Regulations, part 180 as implemented by part 2424, or any successor regulations to such parts, or under similar provisions of any other Federal agency.
- ☒ 4. I certify that during the Certification Period, the Mortgagee did not employ or retain any Participant who was under indictment for, or had been convicted of, an offense that reflects adversely upon the Mortgagee's integrity, competence or fitness to meet the responsibilities of an FHA-approved Mortgagee; who had pled guilty or nolo contendere to a felony related to participation in the real estate or mortgage loan industry during the 7-year period preceding the first day of the Certification Period; and/or who had ever had pled guilty or nolo contendere to a felony related to participation in the real estate or mortgage loan industry that involved an act of fraud, dishonesty, a breach of trust, or money laundering.
- ☐ 5. I certify that during the Certification Period, the Mortgagee was not sanctioned by any federal, state, or local government agency or by any other regulatory or oversight entity with jurisdiction over the Mortgagee, except for those sanctions, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
- ☐ 6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
- ☒ 7. I certify that during the Certification Period, no Participants were subject to any sanctions or unresolved findings, except for those sanctions or unresolved findings, if any, that the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.
- ☒ 8. I certify that during the Certification Period, the Mortgagee was not refused any license necessary to conduct its normal operations in the real estate or mortgage loan industry. I further certify that throughout the Certification Period, the Mortgagee maintained compliance with all applicable provisions of the S.A.F.E. Mortgage Licensing Act of 2008 or its equivalent under state law, including all Nationwide Mortgage Licensing System and Registry requirements.
- ☒ 9. I certify that to the best of my knowledge, and after having conducted a reasonable investigation, that the Mortgagee does now, and did at all times throughout the Certification Period, comply with all HUD-FHA regulations and requirements applicable to the Mortgagee's continued approval and operations, including those contained in HUD handbooks, Mortgagee Letters, Title I Letters, policies, and any agreements entered into between the Mortgagee and HUD.
- ☐ 10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

I CERTIFY **UNABLE TO CERTIFY**

CANCEL v1.1

Certification screen

Since the user is not able to check all of the certification statements, the "I Certify" button is inactive, and the "Unable to Certify" button is active.

Click the "Unable to Certify" button to proceed.



This opens a pop-up detailing the statement(s) to which the user was unable to certify. Enter comments in each explanation field (comments are required).

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP - Recertification - Unable to Certify Explanations

CANCEL **SUBMIT**

! The following statement(s) were not selected as certified. Please provide an explanation for each and upload all relevant attachments. If multiple items are listed, please indicate which attachments apply to each statement.

5. I certify that during the Certification Period, the Mortgagee was not sanctioned by any federal, state, or local government agency or by any other regulatory or oversight entity with jurisdiction over the Mortgagee, except for those sanctions, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

* Explanation:
Maximum number of characters: 255

6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

* Explanation:
Maximum number of characters: 255

10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

* Explanation:
Maximum number of characters: 255

6. I certify that during the Certification Period, the Mortgagee was not subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

Certification – Unable to Certify Explanations



Add any relevant attachments to further clarify the reasons for being Unable to Certify (attachments are optional).

LEAP - Recertification - Unable to Certify Explanations

12489-San

Certification

In order to certify, the Mortgagee must not be subject to any unresolved findings, except for those unresolved findings, if any, the Mortgagee timely reported to HUD during the Certification Period and for which the Mortgagee received explicit clearance from HUD to continue with the certification process.

* Explanation: Sample

Maximum number of characters: 255

10. Each of my certifications is true and accurate to the best of my knowledge and belief. I understand that if I knowingly have made any false, fictitious, or fraudulent statement(s), representation(s), or certification(s) on this form, I may be subject to administrative, civil and/or criminal penalties, including debarment, fines, and imprisonment under applicable federal law.

* Explanation: Sample

Maximum number of characters: 255

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

ID	File	Associated To
Attachment-0	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> Certification Line 5 <input type="checkbox"/> Certification Line 6 <input checked="" type="checkbox"/> <input type="checkbox"/> Certification Line 10

Certification – Unable to Certify Explanations

The screen will display the details of each attachment.

Associate the attachment(s) to the relevant certification statement number(s) by checking the appropriate box in the Associated To column. Click “Submit.”

TIP In order to see all of the attachment details in the “Certification – Unable to Certify Explanations” pop-up, expand the window by clicking the bottom right corner and dragging to the desired height and width.



7.2.3 Audit Related Questions

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the Lender Data Verification and Certification Processes are complete, the user can start the Audit Related Questions. Click the “Start” button to the right of Audit Related Questions on the Recertification Status screen to begin this step.

Enter each required field (*) in the Lender Owner/Comptroller panel. The Lender Owner/Comptroller is a point of contact at the Institution that can address audit-specific questions that FHA may have during its review of the Recertification package.

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, there's a header with the LEAP logo and the text "Lender Electronic Assessment Portal". To the right, there are links for "Home", "Contact Us", "Help", and "Logout", along with the text "Logged in as: LENDER IDMT00644 (MT0644)". Below the header, there's a section titled "12489-Sample Institution 2". Underneath, there's a section titled "Audit Related Questions" with buttons for "SAVE", "SAVE & RETURN", and "CANCEL", and a version number "v1.1". The "Audit Related Questions" section contains two main panels. The first panel, "Institution Information", shows "Institution Name: Sample Institution 2" and "Fiscal Year End Month: February 28". The second panel, "Lender Owner/Comptroller", contains fields for "First Name", "Middle Name", "Last Name", "Job Title", "Phone Number", "Fax Number", and "Email Address". The "Phone Number" and "Fax Number" fields are pre-filled with "(111) 222-3333".

Audit Related Questions screen



The Lender Owner/Comptroller information does NOT need to match the contact information for the user completing this data entry step.



Select the Save or Save & Return button at the top right of the screen at any time. Save will save the data entered and keep the user on the same screen. Save and Return will save the data entered and return the user to the Recertification Status page.



Answer all questions in the Questions and Documents panel.

Questions And Documents

*Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.*

Financial Statement Information

* 001: Is the FHA approved lender a subsidiary in a parent - subsidiary relationship? Yes ▼

* 002: Are you submitting audited consolidated financial statements of the parent company or audited financial statements of the FHA-approved subsidiary? Consolidated ▼

* 003: Is the subsidiary 40% or more of the parent? Yes ▼

* 005: Is the FHA approved lender in a parent- subsidiary relationship? ▼

* 006: Type of Audit Opinion issued Qualified Opinion ▼

* 007: Type of Audit Opinion issued on the supplemental information in relation to financial statements as a whole Qualified Opinion ▼

* 008: Is a going concern paragraph included in the auditor's report? Yes ▼

* 009: Reported Findings - Significant Deficiencies? No ▼

* 010: Reported Findings - Material Weaknesses? No ▼

* 011: Reported Findings - Material Noncompliance? No ▼

HUD Compliance Audit

* 020: Type of Audit Opinion issued Qualified Opinion ▼

* 021: Reported Findings - Significant Deficiencies? No ▼

* 022: Reported Findings - Material Weaknesses? No ▼

* 023: Reported Findings - Material Noncompliance? No ▼

Management Letter

* 030: Were certain matters communicated to management not disclosed in audit reports? No ▼

Audit Related Questions – Questions and Documents



Select the  icon to the left of any Audit Related Question for a detailed description.



Add all required documents in the Required Documents panel.

Required Documents

- * 040: Independent Auditors' Report on the Financial Statements and Supplemental Schedules and the related financial reporting package including audited financial statements, notes, and supplemental schedules**
Choose File No file chosen X
- * 041: Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance With Government Auditing Standards**
Choose File No file chosen X
- * 042: Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major HUD Program and on Internal Control Over Compliance Based on an Audit in Accordance With the HUD Consolidated Audit Guide**
Choose File No file chosen X
- * 043: Schedule of Findings, Questioned Costs, and Recommendations**
Choose File No file chosen X
- * 044: CPA Firm or Practitioner License**
Choose File No file chosen X

Audit Related Questions – Required Documents



Add more than one attachment for each requirement by clicking +.

Conditional Documents may be required based on the responses in the Financial Statement Information, HUD Compliance Audit, and Management Letter sections.

Any conditional document that is required, based on responses entered, will be highlighted in yellow to add. Add all applicable documents, and click “Save.”

Conditional Documents

- 050: Management Letter or other type of written auditor communication to management**
Choose File No file chosen X
- 051: Corrective Action Plan related to Financial Statement Audit or HUD Compliance Audit**
Choose File No file chosen X
- 052: Corrective Action Plan related to Management Letter or other type of written communication to management**
Choose File No file chosen X
- 053: Schedule of the Status of Prior Audit Findings, Questioned Costs, and Recommendations**
Choose File No file chosen X
- 054: Audited Consolidating Schedules**
Choose File No file chosen X
- 055: Corporate Guaranty Agreement**
Choose File No file chosen X
- 056: Unaudited Consolidating Schedules or Call Report**
Choose File No file chosen X
- 057: Other/Miscellaneous Documents**
Choose File No file chosen X

SAVE SAVE & RETURN CANCEL v1.

Audit Related Questions – Conditional Documents




7.2.4 Financial Data Entry

Financial Data Entry is tailored to each lender segment. LEAP collects specific financial data points HUD uses to evaluate the Institution's financial status.

TIP *Lenders in the Supervised Small segment must also attach their unaudited regulatory report (call report) on the Financial Data Entry screen. All other segments that submit financial information will attach required documents on the Audit Related Questions screen.*

Click the “Start” button to the right of Financial Data Entry on the Recertification Status screen to begin this step. Complete all fields and click “Save.” After saving, any fields not completed will be highlighted in yellow.

Financial Data Entry screen

TIP *Select the  icon to the left of any Line Item for a detailed description.*

! *Certain fields are automatically calculated based on the data entered. These fields are highlighted in grey and are read-only.*



7.2.5 Payment

LEAP uses a direct web service with the Treasury Department's Pay.Gov service.

To submit payment of the Institution's Recertification fee, click the "Start" button to the right of Payment on the Recertification Status screen.

LEAP automatically calculates the fee amount based on the Institution's Insurance Type and number of active branches and displays this calculation on-screen.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

12489-Sample Institution 2

Recertification Payment

Fee Calculation: Title 2 Main Office Recert Fee: \$500
0 Title 1 Branches Recert Fee: \$0
7 Title 2 Branches Recert Fee: \$1400
0 Title 1 and Title 2 Branches Recert Fee: \$0

Amount Due: \$1,900.00

* Bank Routing Number:

* Bank Account Number:

* Account Type:

CANCEL SUBMIT


CANCEL SUBMIT

Recertification Payment screen



Enter data in each required field (*) and click the “Submit” button. A Payment Confirmation screen with a Pay.gov receipt number will be displayed.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)


U.S. Department of Housing and Urban Development

LEAP

Lender Electronic Assessment Portal

12489-Sample Institution 2

Recertification Payment

Fee Calculation: Title 2 Main Office Recert Fee: \$500
0 Title 1 Branches Recert Fee: \$0
7 Title 2 Branches Recert Fee: \$1400
0 Title 1 and Title 2 Branches Recert Fee: \$0

Amount Due: \$1,900.00
Pay.Gov Receipt Number: 3F0N8238
Pay.Gov Receipt Date: 04/16/2014

RETURN

RETURN

Payment Confirmation screen



Pay.gov requires a 48-hour processing time to clear payment.

Click the “Return” button to return to the Recertification Status page.



7.2.6 Submit to Independent Public Accountant for Review

This section only applies to lenders that must submit audited financial statements. See section [7.1 – Lender Segments](#) for more information.

Once the applicable steps for the Lender Data Verification, Certification, Audit Related Questions, and Financial Data Entry are complete, the “Submit” button in the “Submit to IPA for Review” line becomes active on the Recertification Status screen.

Click “Submit” to submit the Recertification package to the IPA for review.

The screenshot shows the 'Recertification Status : In Process' screen. It contains three main sections. The first section lists four completed steps, each with a green checkmark and a button: 'Lender Data Verification' (VIEW), 'Certification' (VIEW), 'Audit Related Questions' (EDIT), and 'Financial Data Entry' (EDIT). The second section is 'Payment' with a 'START' button. The third section contains 'Independent Public Accountant's Agreed Upon Procedures' (VIEW) and 'Submit to IPA for Review' (SUBMIT). A red arrow points to the 'SUBMIT' button, indicating it is active.

Recertification Status screen – Submit to IPA functionailty enabled



The Institution is not required to complete the Payment section before submitting to the IPA. The Payment section is required to be completed before submitting the Recertification package to HUD.



7.2.6.1 IPA Home Screen

The IPA Attester will access LEAP via FHA Connection (See section [2 – How to Access LEAP](#)). After the IPA logs in, a Unique IPA Identifier (UII) number must be entered.

Enter the UII number and click “Submit.”

The screenshot shows the top of the LEAP interface. At the top is a dark blue header bar. Below it is a white box with the text "Firm Not Selected". Underneath is a form area with the label "Enter UII Number:" followed by a text input field. To the right of the input field is a green button labeled "SUBMIT". A red arrow points from the right towards the "SUBMIT" button.

IPA UII Number

The screen will display the Audit Firm Details for the IPA Attester to complete and confirm. If the fields are prepopulated, then they only require confirmation. If any of the fields are not prepopulated, then they must be entered. Fields with a (*) are required in order to confirm and move to the next screen.

Click “Confirm.”

The screenshot shows the "LEAP Lender Electronic Assessment Portal" header. Below the header is a white box with the text "Firm Not Selected". Underneath is a form area with the label "Enter UII Number:" followed by a text input field containing the value "75987". Below this is a section titled "Audit Firm Details" which contains several fields: "Firm Name:", "Tax ID:", "Street Address:", "City:", "State:" (a dropdown menu), "Zip Code:", "First Name:", "Middle Name:", "Last Name:", "Title:", "Phone Number:", "Fax Number:", and "Email Address:". At the bottom of this section are two buttons: "CANCEL" (red) and "CONFIRM" (blue). A red arrow points from the right towards the "CONFIRM" button.

IPA – Audit Firm Details



This opens the Associated Lenders panel at the bottom of the screen.

Recertification packages that are available to be reviewed will have an active link populated in the Recert ID column. Click the “Recert ID link” in the Recert ID field to view the Recertification package.

Home | Contact Us | Help | Logout
Logged in as: IPA IDIT00001 (IT0001)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Sample Institution

Enter UII Number: 75987

Audit Firm Details

* Firm Name: Sample Institution
* Tax ID: 11-1111111
Street Address: 171 Wiget Lane
City: Walnut Creek
State: California
Zip Code: 94598
* First Name: Sample
Middle Name:
* Last Name: IPA
Title:
Phone Number:
Fax Number:
Email Address:

Associated Lenders

#	Institution ID	Institution Name	Insurance Type	Segment	Fiscal Year End Date	Recert ID	Recertification Due Date
1		DISCOVER BANK	Title 2	Investing	December 31	1-15ALTE	03/31/2014

IPA Firm Details



Only Institutions that have been associated to the IPA firm in FHA Connection will appear in the IPA's Associated Lenders panel.



Institutions that are still working on the Recertification Package will also be displayed in the Associated Lenders panel; however, they will not have an active link in the Recert ID column.



7.2.6.2 Agreed-Upon Procedures

After the IPA has selected a specific Institution's Recertification to review, the Recertification Status screen opens. The IPA has access to view the Audit Related Questions and Financial Data Entry information in read-only format by selecting "View" to the right of either line item.

Recertification Status : In Process	
Audit Related Questions	VIEW
Financial Data Entry	VIEW
Independent Public Accountant's Agreed Upon Procedures	START

Recertification Status – IPA screen

Click the "Start" button next to the Independent Public Accountant's Agreed Upon Procedures (AUP) to access the AUP.

The IPA Procedures screen displays the Audit Statement, Audit Procedures, Independent Public Auditor Details, and the Attesting Practitioner Details. In the Audit Statement section, type the Institution name in the Client Name field. LEAP will autopopulate the Institution's name in the Audit Statement text below the field.

The Independent Public Auditor Details and Attesting Practitioner's Details sections will display the information entered by the IPA on the previous screens.

The Audit Procedures section provides the IPA Attester the option to select one of the following radio buttons for each Audit Procedure:

- Agrees
- Does Not Agree
- No Such Document Issued.



LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

IPA Procedures

CANCEL

SUBMIT

Audit Statement

* Client Name:

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To: **Sample Institution** and the U.S. Department of Housing and Urban Development

We have performed the procedures enumerated in the chart below, which were agreed to by **Sample Institution** (the "lender") and the U.S. Department of Housing and Urban Development, solely to assist them in determining the accuracy of the electronic submission of certain information into the Lender Electronic Assessment Portal (LEAP). The lender is responsible for the accuracy and completeness of the electronic submission.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development, and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures

No.	Category	Procedures Applies	Agrees	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opined on in relation to the financial statements as a whole and attached in line item 040 of the Audit Related Questions and Documents (ARQ).	Financial Data Template (FDT)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	We compared the schedule of findings, questioned costs, and recommendations attached in line item 043 of the ARQ to the hard copy schedule of findings, questioned costs, and recommendations.	Schedule of Findings, Questioned Costs, and Recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	We compared the management letter attached in line item 050 of the ARQ to the hard copy management letter.	Management Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	We compared the corrective action plans attached in line items 051 and 052 of the ARQ to the hard copy corrective action plans.	Corrective Action Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Independent Public Auditor Details

UIII: 75987
Firm Name: Sample Institution
Employer Identification Number: 11-1111111

Attesting Practitioner's Details

First Name: Sample
Middle Name:
Last Name: IPA
Title:
Phone Number:
Fax Number:
Email Address:

CANCEL

SUBMIT

IPA Procedures screen

Once all procedures have been completed, click "Submit."



This opens the Submit Agreed Upon Procedures notice. Click “OK.”

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the chart below either for the purpose for which this report has been requested or for any other purpose. The procedures applied and our findings are presented in the chart below.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the electronic submission of certain information into LEAP. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development.

This report is intended solely for the information and use of the lender and the U.S. Department of Housing and Urban Development, and is not intended to be and should not be used by anyone other than these specified parties.

Audit Procedures

No.	Category	Procedures Applies	Agrees	Does Not Agree	No Such Document Issued
1	We compared the electronic FDT input in LEAP to the hard copy FDT provided as a supplemental schedule opined on in relation to the financial statements as a whole and attached in line item 040 of the Audit-Related (FDT)	Financial Data Template	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2					
3					
4					

Submit Agreed Upon Procedures

You are submitting your agreement or disagreement with the institution's financial reporting package.

Select 'OK' to continue or 'Cancel' to return to the previous page.

OK Cancel

Independence

Firm Name: [REDACTED]
Employer Identification Number: [REDACTED]

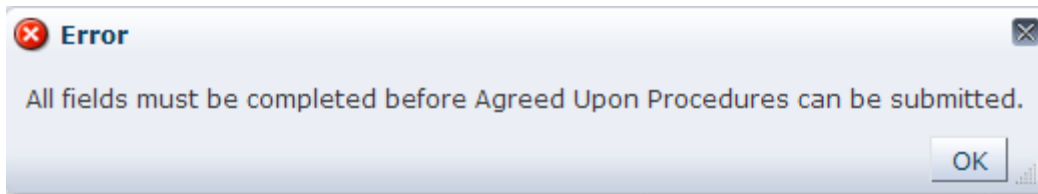
Attesting Practitioner's Details

Attesting Practitioner's First Name: [REDACTED]
Attesting Practitioner's Middle Name: [REDACTED]
Attesting Practitioner's Last Name: [REDACTED]
Attesting Practitioner's Title: [REDACTED]
Attesting Practitioner's Telephone Number: [REDACTED]
Attesting Practitioner's Email Address: [REDACTED]
Attesting Practitioner's Fax Number: [REDACTED]

SUBMIT CANCEL

IPA – Submit Agreed Upon Procedures pop-up

If the IPA Attester does not complete all information on the Audit Procedures and clicks “Submit,” LEAP presents an Error Message to complete all fields.



IPA Error pop-up

An e-mail is sent to the Institution’s Administrative Contact stating whether the IPA attested to all procedures. If no issues were discovered, the Institution can submit the Recertification package to HUD (see section [7.2.6.4 – IPA Attests to an Institution’s Financials](#)). If issues were discovered, the Institution must correct and submit back to the IPA (see section [7.2.6.3 – IPA Does Not Attest to an Institution’s Financials](#)).

7.2.6.3 IPA Does Not Attest to an Institution’s Financials

If the IPA Attester selects “Does Not Agree” to any procedure, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA did not attest to their submission. The Institution will have to revise the information provided on the Audit Related Questions and/or Financial Data Entry form based on the information specific to that finding and resubmit for IPA Review.

7.2.6.4 IPA Attests to an Institution’s Financials

If the IPA Attester selects Agrees to all procedures, LEAP will send the Institution’s Administrative Contact an e-mail notifying the Institution that the IPA attests to their submission.

The Institution Recertification Package is now available to the Institution to submit to HUD once all other sections of the package have been completed.



7.2.7 Submit to HUD as Final

Once all Recertification steps required for an Institution's Lender Segment are complete, the "Submit" button next to Submit to HUD as Final on the Recertification Status screen is active.

Click "Submit."

Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2-Supervised Small

Recertification Status : In Process

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✓ Financial Data Entry	EDIT
✓ Payment	VIEW
Submit to HUD as Final	SUBMIT

Recertification Status – Submit to HUD as Final functionality enabled



A pop-up will appear asking for confirmation that the user wishes to submit the Recertification Package to HUD as final.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the logo "LEAP" is prominent, followed by "Lender Electronic Assessment Portal" and the U.S. Department of Housing and Urban Development logo. The user is logged in as "LENDER IDMT00644 (MT0644)". The navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area shows the institution "12489-Sample Institution 2-Supervised Small" and the "Recertification Status : In Process". A modal pop-up titled "Submit Recertification Package as Final" is centered on the screen. The pop-up contains a warning icon and text stating: "By selecting 'Submit', I certify that to the best of my knowledge and belief, the information contained in this submission is accurate and complete for the specified period. This includes, but is not limited to: the Financial Data Entry items, Audit Related Questions (if applicable), Audited Financial Statements and Supplemental Information or unaudited regulatory report." Below this text, it instructs the user to "Select 'OK' to continue or 'Cancel' to return to the previous page." At the bottom right of the pop-up are "OK" and "Cancel" buttons. In the background, the "Payment" section is visible with a green checkmark and a "VIEW" button, and the "Submit to HUD as Final" section is visible with a green "SUBMIT" button.

Recertification Status – Confirm Submission as Final pop-up

Click “OK” to submit the Recertification Package to HUD; or click “Cancel” to navigate the user back the Recertification Package to make any required updates before submitting the final Recertification Package to HUD.



The Recertification Status screen will refresh with an updated status for all Recertification steps. The Recertification Status is updated to “Submitted.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2-Supervised Small

Recertification Status : Submitted

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✓ Financial Data Entry	VIEW
✓ Payment	VIEW
✓ Submit to HUD as Final	COMPLETE

Recertification Status screen – Status of submitted

The Recertification package will now be reviewed by FHA. E-mails will be sent to the Institution’s Administrative Contact as the package is reviewed if additional action is required.



7.3 Resolving Deficiencies in Financials

If any portion of the Institution's Recertification Package is deficient, an e-mail will be sent to the Institution's Administrative Contact.

The Institution Summary screen will display a notice stating that FHA has found deficiencies on the Recertification Package.

To respond to deficiencies, navigate to "Submit Recertification" from the Recertification dropdown on the Menu Bar. On the Recertification Status screen, a red X will appear next to the section or sections requiring attention.

Click the "Edit" button next to the section with the red X.

Recertification Status : In Process

✓ Lender Data Verification	VIEW
✓ Certification	VIEW
✗ Financial Data Entry	EDIT
✓ Payment	VIEW
Submit to HUD as Final	
SUBMIT	

Recertification Status screen – Issue with Financial Data Entry



At the top of the screen, a Deficiencies panel will be displayed with all deficiencies noted. The Deficiencies panel displays the Deficiency ID, Description of the deficiency, the OLAPC Proposed Resolution, and the Lender Resolution fields.

Click the “Resolve” button.

Recertification - Financial Statements RETURN v1.1

*Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.*

Deficiencies

Deficiency ID	Description	OLAPC Proposed Resolution	Lender Resolution
1-14LTE0	Insufficient Adjusted Net Worth	Provide documentation for net worth calculation.	
1-14LTE2	Insufficient Liquidity	Provide documentation for liquidity calculation.	

Financial Data Template

Financial Statement Upload

* 1: Unaudited regulatory report (Call Report) signed by a corporate officer

TX-SML-Mtg-Company-Description.pdf Update...

Balance Sheet - Assets

Line Item 100: Cash and Cash Equivalents	0
Line Item 101: Escrow deposit Cash	0
Line Item 102: Restricted Cash / Compensating Balances (section 2-6, chpt 2 handbook 4060.1)	0
Line Item 103: Trading Account Securities	0
Line Item 104: Net Mortgage Servicing Rights	0
Line Item 105: Other Real Estate Owned at Net Realizable Value	0
Line Item 106: Loans Held for Investment	0

Recertification – Financial

A pop-up will display all deficiencies. A comment must be entered in the Response field for each deficiency (required). Attachments may be added.

After adding attachments, indicate the deficiency associated with each attachment by clicking the “Deficiency ID” in the “Associated To” column. The same document can be associated with any or all deficiencies.

Recertification – Financial

Attachments cannot be larger than 5MB per file.

TIP To add more than one attachment, click .

TIP To delete an attachment, click .

Once complete, click “Save.”

After all deficiencies have been resolved, the Recertification Status screen will show all steps as complete. Click the “Submit to HUD as Final” button to resubmit the Recertification Package.



7.4 If FHA Rejects the Recertification Package

FHA may reject an Institution's entire Recertification package due to noncompliance. When this occurs, the Institution must fill out a new Financial Data Entry and Audit Related Questions based on the Lender Segment. If the Institution is in the Non-Supervised, Supervised Large, or Investing segments then they must resubmit the Recertification Package to the IPA again for review and completion of the AUP.

7.5 Recertification Extension Request

Prior to an Institution's assigned Recertification package Due Date, the user may request an extension of that Due Date.

7.5.1 Submitting the Extension Request

From the Recertification drop-down on the Menu Bar, select "Recert Extension Request."

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Submit Recertification
Recert Extension Request

Institution ID: 12489
Insurance Type: Title 2
Mortgagee Type: Supervised Institution
Supervising Agency: FDIC

Tax ID: 94-0475440
NMLS ID: 19116

Fiscal Year End Date: February 28
Recertification Due Date: 05/31/2015
Last Recertification Date: 06/27/2013
Last Payment Received Date: 03/21/2013

Total Active Branches: 7
Functions Authorized to Perform: Originate Multi Family
Originate Single Family
Service Multi Family
Service Single Family
Authorized For: Title 2 DE HECM
Title 2 DE Forward
LI Forward

Institution Summary – Request Extension Request drop-down highlighted



This opens the Request screen, with the Request Type field automatically populated to Extension Request.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a header with the LEAP logo and navigation links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The user is logged in as LENDER IDMT00644 (MT0644). The main content area is titled "12489-Sample Institution 2". Under the "Information" tab, the "Request Type" is set to "Extension Request". A red arrow points to this field. Below the dropdown, there is a text box explaining that the request must include a detailed explanation of why the extension is requested, a timeframe for the extension, and a point of contact for the lender. The "Details" tab is also visible, showing fields for "Recertification Due Date" (03/31/2014), "Reason for Extension Request", and "Requestor Comments".

Requests – Extension request

Enter information in the required fields. Provide any additional comments specific to this request. Once complete, click the “Submit” button.



The Recertification Due Date is automatically set to thirty days after the current Due Date.



The extension request details will be visible on the Request History page as well on the Institution Summary.

Once the request is approved or rejected by FHA, the Institution’s Administrative Contact will receive an e-mail notification. This information will also be provided in the Notices section of the Institution Summary screen. If approved, the Recertification Due Date will show the new date on the Institution Summary screen.



8. History Screens



8. History Screens

Payment, Correspondence, and Recertification History can be viewed by selecting the History drop-down on the Menu Bar. All History screens are read-only views of all transactions.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes links for Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The History menu is currently open, showing three options: Payment History, Correspondence History, and Recertification History. A red arrow points to the History menu. Below the menu, the Institution Summary for '12489-Sample Institution 2' is displayed, showing various details such as Institution ID, Insurance Type, Mortgage Type, Supervising Agency, Fiscal Year End Date, Recertification Due Date, Last Recertification Date, Last Payment Received Date, Tax ID, NMLS ID, Total Active Branches, Functions Authorized to Perform, and Authorized For.

Institution Summary – History drop-down highlighted

8.1 Payment History

An Institution's payment history can be viewed by selecting "Payment History" from the History drop-down on the Menu Bar.

The Payment History page will show any Pay.gov payments required or made by the Institution.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface with the Payment History screen selected. The screen displays a table with the following data:

#	Branch ID	Branch Approval Date	Date Paid	Fee Type	PAY.GOV Tracking ID	Amount	Status	Details
1	Not Applicable	Not Applicable		Recertification	1-14EK14	\$1,900.00	Unpaid	Title 2 Main Office Recert Fee: \$500 0 Title 1 Branches Recert Fee: \$0 7 Title 2 Branches Recert Fee: \$1400 0 Title 1 and Title 2 Branches Recert Fee: \$0

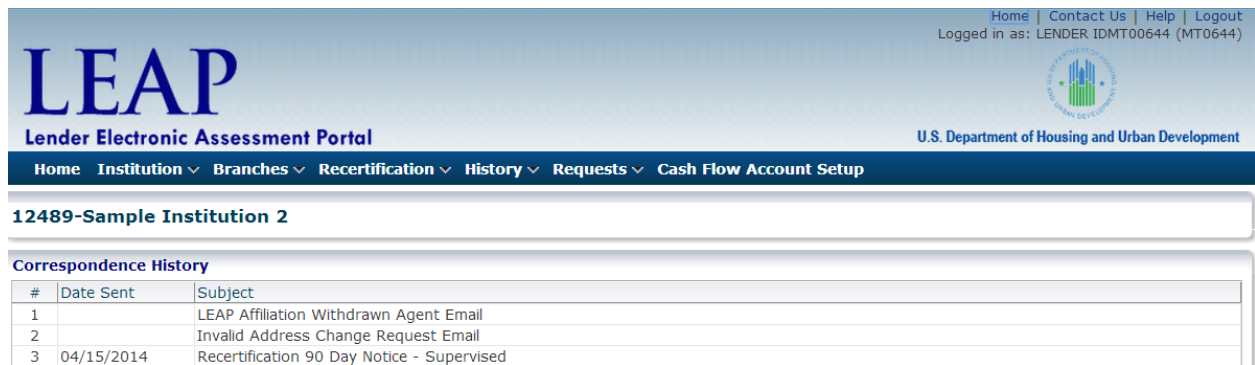
Payment History screen



8.2 Correspondence History

An Institution's correspondence history can be viewed by selecting Correspondence History from the History drop-down on the Menu Bar.

The Correspondence History page will show any correspondence between LEAP and the Institution.



The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes links for Home, Contact Us, Help, and Logout, along with the user's login information: LENDER IDMT00644 (MT0644). The main menu bar lists Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The History dropdown is selected, showing a list of correspondence items. The table below is a representation of the data shown in the screenshot.

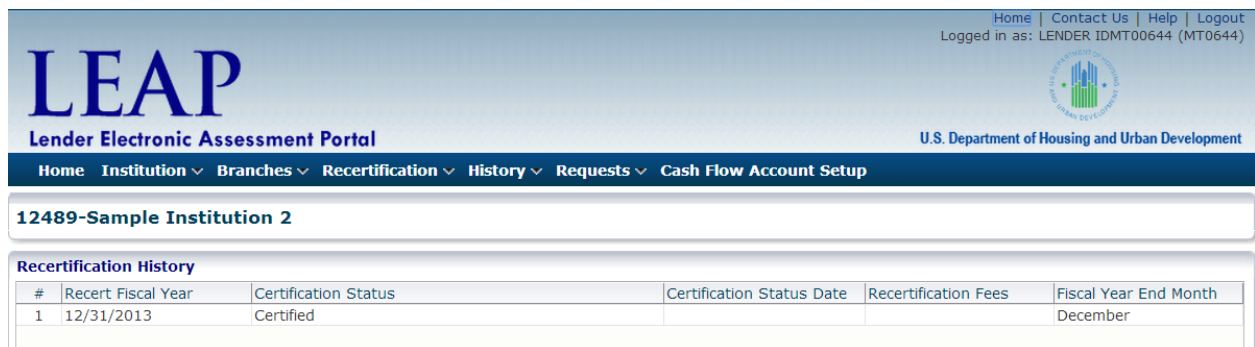
#	Date Sent	Subject
1		LEAP Affiliation Withdrawn Agent Email
2		Invalid Address Change Request Email
3	04/15/2014	Recertification 90 Day Notice - Supervised

Correspondence History screen

8.3 Recertification History

An Institution's Recertification history can be viewed by selecting "Recertification History" from the History drop-down on the Menu Bar.

The Recertification History page will show relevant status and dates associated with the Institution's LEAP Recertification history. LEAP does not provide details or documents from past Recertification packages.



The screenshot shows the LEAP Lender Electronic Assessment Portal interface. The top navigation bar includes links for Home, Contact Us, Help, and Logout, along with the user's login information: LENDER IDMT00644 (MT0644). The main menu bar lists Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The History dropdown is selected, showing a list of recertification items. The table below is a representation of the data shown in the screenshot.

#	Recert Fiscal Year	Certification Status	Certification Status Date	Recertification Fees	Fiscal Year End Month
1	12/31/2013	Certified			December

Recertification History screen

The image features a wooden fence in the foreground, with a blurred background of a building. A green horizontal bar is positioned at the top of the image. The text "9. Requests" is centered in the middle of the image.

9. Requests



9. Requests

Requests can be submitted via the Requests drop-down on the Menu Bar. Requests should only be submitted when the Institution is unable to directly make the change in LEAP.

The following requests can be submitted in LEAP:

- Add Insurance Authority
- Credit Watch Reinstatement
- Extension Request (see section [7.5 – Recertification Extension Request](#))
- Lender Org Change:
 - Ad Hoc
 - Add Branch
 - Add Branch DBA
 - Add Institution DBA
 - Branch Address State Change
 - Change Branch Insurance Type
 - Convert Mortgagee Type
 - Fiscal Year-End Change
 - Institution Address State Change
 - Invalid Branch Address Change
 - Invalid Institution Address Change
 - Name Change
 - New Corporate Officer
 - Merger or Acquisition (see section [11 – Merger, Acquisition or Purchase](#))
 - Voluntary Withdrawal (see section [12 – Voluntary Withdrawal from the FHA Program](#))



To submit a request, click the Requests drop-down and select “Create New Request.”

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The 'Requests' link is highlighted with a red arrow. Below the navigation bar, the page title is '12489-Sample Institution 2'. The main content area is divided into two columns. The left column contains institution details: Institution ID: 12489, Insurance Type: Title 2, Mortgagee Type: Supervised Institution, and Supervising Agency: FDIC. The right column contains tax and NMLS information: Tax ID, NMLS ID, Total Active Branches: 7, Functions Authorized to Perform: Originate Multi Family, Originate Single Family, Service Multi Family, Service Single Family, Title 2 DE HEOM, Title 2 DE Forward, and LI Forward. The 'Requests' drop-down menu is open, showing options: Create New Request and View/Edit Submitted Requests.

Institution Summary – Requests drop-down highlighted

Clicking “Create New Request” opens the Requests screen. Choose the type of request to submit by selecting an option from the Request Type drop-down.

The screenshot shows the LEAP Lender Electronic Assessment Portal interface. At the top, there is a navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The 'Requests' link is highlighted. Below the navigation bar, the page title is '12489-Sample Institution 2'. The main content area is divided into three sections: Information, Details, and Attachments. The 'Information' section contains a 'Request Type' drop-down menu, which is open, showing options: Add Insurance Authority, Credit Watch Reinstatement, Extension Request, Lender Org Change, Merger or Acquisition, and Voluntary Withdrawal. A red arrow points to the 'Request Type' drop-down. The 'Details' section contains a 'Requestor Comments' text area. The 'Attachments' section contains a message: 'Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load.' and a file upload area with a 'Choose File' button and a 'No file chosen' status.

Requests screen



Based on the type of request selected, the details section will change to display instructions and requirements specific to that request type, including any required attachments. For example, an extension request and a voluntary withdrawal both require attachments for supporting documentation.



9.1 Submitting a Request to FHA

In the example below, the user is submitting a request to add a New Corporate Officer, but the general steps are used to submit any Request Type.

Select “Lender Org Change” and “New Corporate Officer” from the Request Type and Sub-Type fields, respectively. Once selected, the requirements for this request are displayed below the Request Sub-Type field.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the header includes the LEAP logo, the text 'Lender Electronic Assessment Portal', and navigation links: Home, Contact Us, Help, Logout. Below this, a secondary navigation bar lists: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled '12489-Sample Institution 2'.

The 'Information' section contains two dropdown menus: '* Request Type' set to 'Lender Org Change' and '* Request Sub Type' set to 'New Corporate Officer'. Below these, a text box states: 'Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division.'

Four categories of requirements are listed:

- A. Non-Supervised and investing lenders adding a principal owner or corporate officer must provide:**
 - the name and title of the corporate officer
 - designation as full-time officer or for authority to complete the annual certification
 - the officer's resume covering at least the previous seven years of employment
 - a Residential Mortgage Credit Report (RMCR) or a tri-merged report of individuals who are new owners or officers
 - an explanation for all negative items disclosed by any credit agency (if applicable)
 - a point of contact for the lender
- B. Supervised and government lenders adding a corporate officer must provide:**
 - each officer's social security number
 - a resume covering at least the previous seven years of employment
 - a point of contact for the lender
- C. Lenders removing a corporate officer must provide the effective date of removal, to remove corporate officers no longer employed by the lender or directly involved in FHA activities.**
- D. Lenders removing a principal owner must provide:**
 - the name of the principal owner
 - the effective date of removal
 - a point of contact for the lender
 - documentation of the change

A note at the bottom of the Information section states: 'FHA may require additional information prior to completing the change in its internal system.'

The 'Details' section contains input fields for: '* First Name', 'Middle Initial', '* Last Name', '* Title' (a dropdown menu currently showing 'Select One...'), and '* SSN'. Below these is a text area for 'Requestor Comments'.

The 'Attachments' section is visible at the bottom of the form.

Requests screen – Lender Org Change, New Corporate Officer

In the Details panel, complete all required fields which include First Name, Last Name, Title, and SSN. Enter any Requestor Comments.



To add any required attachments, select the file and attach to the request.

Details

* First Name

Middle Initial

* Last Name

* Title

* SSN

Requestor Comments

Attachments
Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.


Attachment-0 No file chosen

Requests – Add New Corporate Officer



Attachments cannot be larger than 5MB per file.




To add more than one attachment, click .




To delete an attachment, click .

Click “Submit.” This opens the Request History screen, displaying a summary of the submitted request.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00940 (MT0940)

**LEAP**
Lender Electronic Assessment Portal


U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Request History

#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	04/28/2014 10:03:33	Lender Org Change	New Corporate Officer	04/28/2014	Open	

Request History screen

When a Request is approved or rejected by FHA, the Institution’s Administrative Contact will receive an e-mail notification. This information also will display in the Notices section of the Institution Summary screen.



9.2 Responding with Additional Information

If FHA requires additional information to complete their review of a request, the Institution's Administrative Contact will receive an e-mail notification.

Provide the information by clicking on "View/Edit Submitted Requests" in the Requests drop-down from the Menu Bar. The status of the request will display as Request Additional Information.

Select the request by clicking on the row of that request. The bottom of the screen displays the details of the request and allows the user to enter new information in the fields and upload additional attachments. If FHA recommends a particular resolution, it will appear in the Issue Resolution field.

LEAP
Lender Electronic Assessment Portal
U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

#	Request Open Date	Request Type	Request Subtype	Status Date	Status	Requestor Comments
1	05/12/2014 11:54:38	Lender Org Change	New Corporate Officer	05/12/2014	Request Additional Information	Please add new "Test Request".
2	05/07/2014 11:53:08	Lender Org Change	New Corporate Officer	05/07/2014	Request Additional Information	Please add New Officer.

Request

Information

Request Type: Lender Org Change
Request Sub Type: New Corporate Officer

Electronically submit written notification through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division.

A. Non-Supervised and Investing lenders adding a principal owner or corporate officer must provide:

- the name and title of the corporate officer
- designation as full-time officer or for authority to complete the annual certification
- the name of the principal owner
- the effective date of removal
- a point of contact for the lender
- documentation of the change

FHA may require additional information prior to completing the change in its internal system."

Status: Request Additional Information
Issue: Not enough information.
Resolution: Please send more information regarding this request.

Details

* First Name: Test
Middle Initial:
* Last Name: Request
* Title: Chairman of the Board
* SSN: 111-22-3333
Requestor Comments: Please add new "Test Request".

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

1-168501 Run JIRA Reports - Instructions.docx
Attachment-0 Choose File No file chosen

Request History screen

Enter the additional information requested and add any attachments. Click "Submit." FHA will review the information and approve or reject the request.



10. Cash Flow Account Setup



10. Cash Flow Account Setup

Each Institution must use Cash Flow Account Setup in LEAP to identify bank account information for the following payment types:

HUD Program	Payment Type
Title I	Single Family Upfront Premiums
Title I	Single Family Periodic (Annual) Premiums
Title II	Single Family Upfront Premiums
Title II	Single Family Periodic (Monthly) Premiums
Title II	Single Family Claim Remittance Amounts

An Institution User can add, edit, or remove cash flow account information in the Cash Flow Account Setup section. The user must have the Cash Flow Account Setup role in FHA Connection. The Institution's FHA Connection Application Coordinator must grant this role to the appropriate user(s).

Account information provided through Cash Flow Account Setup is encrypted and stored in a database with access limited to authorized support personnel. All bank account data is only stored in HUD databases, and the payment information is transmitted securely from HUD to the Pay.gov system for collection processing.



10.1 Adding a Cash Flow Account

To add a cash flow account, select “Cash Flow Account Setup” from the Menu Bar.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ **Cash Flow Account Setup**

12489-Sample Institution 2

Institution ID: 12489 Insurance Type: Title 2 Mortgagee Type: Supervised Institution Supervising Agency: FDIC	Tax ID: 94-0475440 NMLS ID: 19116
Fiscal Year End Date: December 31 Recertification Due Date: 03/31/2014 Last Recertification Date: 06/27/2013 Last Payment Received Date: 03/21/2013	Total Active Branches: 7 Functions Authorized to Perform: Originate Multi Family Originate Single Family Service Multi Family Service Single Family Authorized For: Title 2 DE HECM Title 2 DE Forward LI Forward

Institution Summary – Cash Flow Account Setup screen

Select the appropriate Branch for which the Cash Flow Account will be added by selecting a Branch from the “Select a Branch” drop-down field list.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ **Cash Flow Account Setup**

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active

Cash Flow Name	1248900013 - Active	Account Number	Name on Account	Status	Status Description
The selected branch	1248901019 - Active	New accounts setup. Click the 'New' button to add a new cash flow account.			
	1248901110 - Active				
	1248902008 - Active				
	1248902014 - Active				
	1248901127 - Active				
	1248901146 - Active				
	1248901996 - Terminated				
	1248901060 - Terminated				

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TEST(Build #TC_3.0.25_04152014)

Cash Flow Account Setup



A cash flow account can only be added to an active Branch. If the user selects a terminated branch from the Select a Branch drop-down, the following error is displayed.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248901996 - Terminated ▾

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Unable to add/modify cash flows for a branch that has been merged or terminated.							

Cash Flow Account Setup screen

Select an active branch from the Select a Branch drop-down and click “New.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active ▾

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
The selected branch does not have any cash flow accounts setup. Click the 'New' button to add a new cash flow account.							

NEW

Cash Flow Account Setup screen



A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

Home Institution Branches

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active

Cash Flow Name	Bank Routing Number
The selected branch does not have an account.	

U.S. Department of Housing and Urban Development

ACH Debit Authorization Notice

Authorization and Disclosure--Consumers and Businesses

As used in this document, "we" or "us" refers to the Department of Housing and Urban Development (HUD). "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us.

B. Disclosure

In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the amount you think is in error so that you will have the use of the money during the investigation.

☐ I agree with the above authorization and disclosure statements

OK Cancel

ACH Debit Authorization Notice pop-up



This opens the Cash Flow Account Details screen to complete the required information.

Choose the appropriate payment type in the Cash Flow Name field, enter all required bank account and contact information, and click “Next.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 1248900007

* Cash Flow Name: Single Family Claim Remittance

* Bank Routing Number: 041201936

* Account Number: 99592248

* Re-enter Account Number: 99592248

* Bank Account Type: Business Checking

* Name on Account: Sample Account

Primary Contact Information

* First Name: Sample

* Last Name: Contact

* Email Address: leapautobulk@gmail.com

* Phone Number: (111) 222-3333

Alternate Contact Information

First Name:

Last Name:

Email Address:

Phone Number:


CANCEL RESET NEXT


Cash Flow Account Details screen



A note will appear on-screen warning that once submitted, a request to Pay.gov will be sent for prenote processing to validate the account information. Click “Submit.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

**LEAP**
Lender Electronic Assessment Portal


U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Cash Flow Details
Branch Office ID: 1248900007
Cash Flow Name: Single Family Claim Remittance
Bank Routing Number: 041201936
Account Number: 99592248
Re-enter Account Number: 99592248
Bank Account Type: Business Checking
Name on Account: Sample Account

Primary Contact Information
First Name: Sample
Last Name: Contact
Email Address: leapautobulk@gmail.com
Phone Number: (111) 222-3333

Alternate Contact Information
First Name:
Last Name:
Email Address:
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

CANCEL

BACK

SUBMIT

Cash Flow Account Details – Submit



This opens the Cash Flow Account Setup Confirmation Page.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 1248900007
Cash Flow Name: Single Family Claim Remittance
Bank Routing Number: 041201936
Account Number: 99592248
Bank Account Type: Business Checking
Name on Account: Sample Account
Date of Transaction: 04/16/2014 10:55:46

Account information successfully saved. Please check back periodically for the next 8 calendar days for updates to this cash flow status. If no errors are reported this account will be made active on 04/24/2014.

MAIN

Cash Flow Account Setup Confirmation

Refer back to this page periodically over the next eight calendar days to view the updated status of the Cash Flow Account. To view this page, click “Cash Flow Account Setup” from the Menu Bar, and select the branch for which the new Cash Flow Account was added. This will open a description of the status of the new account.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active NEW

	Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description	
▽	Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become active on 05/15/2014	Delete

Primary Contact Name: Sample Cont
Email Address: leapautobulk@gmail.com
Phone Number: (111) 222-3333
Alternate Contact Name:
Email Address:
Phone Number:

Cash Flow Account Setup



10.2 Editing a Cash Flow Account

To edit a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Edit.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00043 (MT0043)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

Cash Flow Account Setup

Select a Branch: 9412400005 - Active

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description		
Single Family Claim Remittance	041201936	xxxxxx9999	hilghl	Active			Edit Delete

Primary Contact Name: luh
Email Address: asfdw@asdf.com
Phone Number: (222) 333-2323
Alternate Contact Name:
Email Address:
Phone Number:

Cash Flow Account Setup

A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active

Cash Flow Name	Bank Routing Number
Single Family Claim Remittance	041201936

Primary Contact Name:
Email Address:
Phone Number:
Alternate Contact Name:
Email Address:
Phone Number:

U.S. Department of Housing and Urban Development

ACH Debit Authorization Notice
Authorization and Disclosure--Consumers and Businesses

As used in this document, "we" or "us" refers to the Department of Housing and Urban Development (HUD). "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us.

B. Disclosure

In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the

☐ I agree with the above authorization and disclosure statements

OK Cancel

ACH Debit Authorization Notice pop-up



This opens the Cash Flow Account Setup screen. Edit information in the appropriate field(s) and click “Next.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00043 (MT0043)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests **Cash Flow Account Setup**

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 9412400005

* Cash Flow Name: Single Family Claim Remittance ▼

* Bank Routing Number: 041201936

* Account Number: 999999999

* Re-enter Account Number: 999999999

* Bank Account Type: Business Checking ▼

* Name on Account: hilghl

Primary Contact Information

* First Name: l

* Last Name: uih

* Email Address: asdfw@asdf.com

* Phone Number: (222) 333-2323

Alternate Contact Information

First Name:

Last Name:

Email Address:

Phone Number:

CANCEL **RESET** **NEXT**

Cash Flow Account Setup



A note will appear on-screen, warning that once submitted a request to Pay.gov is sent for prenote processing to validate the account information. Click “Submit.”

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 9412400005
Cash Flow Name: Single Family Claim Remittance
Bank Routing Number: 041201936
Account Number: 999999999
Re-enter Account Number: 999999999
Bank Account Type: Business Checking
Name on Account: hilghl

Primary Contact Information

First Name: l
Last Name: uih
Email Address: asdfdw@asdf.com
Phone Number: (222) 333-2323

Alternate Contact Information

First Name:
Last Name:
Email Address:
Phone Number:

Note: Once you submit the information, a prenote request will be sent to Pay.Gov with the bank account details to verify its correctness and the ability of HUD to perform electronic ACH withdrawals from this account.

CANCEL BACK SUBMIT

Cash Flow Account Setup – Submit



This opens the Cash Flow Account Setup Confirmation screen, confirming the successful edits.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00043 (MT0043)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

Cash Flow Account Setup

Cash Flow Details

Branch Office ID: 9412400005
Cash Flow Name: Single Family Claim Remittance
Bank Routing Number: 041201936
Account Number: 999999999
Bank Account Type: Business Checking
Name on Account: hilghl
Date of Transaction: 05/12/2014 15:23:09

Cashflow has been updated successfully

MAIN

Cash Flow Account Setup Confirmation



If banking information is updated, an eight-calendar-day prenote test with Pay.gov is required for the new account setup. During this prenote period, two accounts will temporarily reside in Cash Flow Account Setup for the same business area. The existing account will have the status of Active/Pending update and the new account will have the status of Prenote in process. Payments during this prenote period for this business area will be made using the existing (Active/Pending Update) cash flow account until the prenote is successfully completed.



If only contact information is updated, a prenote test is not performed and the account setup remains Active.



10.3 Deleting a Cash Flow Account

To delete a Cash Flow Account, select the relevant branch from the Cash Flow Account Setup screen and click “Delete.”

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP
Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ Requests ▾ Cash Flow Account Setup

12489- Sample Institution 2

Cash Flow Account Setup

Select a Branch: 1248900007 - Active NEW

Cash Flow Name	Bank Routing Number	Account Number	Name on Account	Status	Status Description	
▽ Single Family Claim Remittance	041201936	xxxx2248	Sample Account	Prenote Initiated	The prenote was initiated on 05/07/2014 and will become on 05/15/2014	Delete

Primary Contact Name: Sample Cont
Email Address: leapautobulk@gmail.com
Phone Number: (111) 222-3333
Alternate Contact Name:
Email Address:
Phone Number:

Cash Flow Account Setup



A pop-up will appear with the ACH Debit Authorization Notice. Agree to the notice by checking the “I agree with the above authorization and disclosure statements” box, and click “OK.”

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. The background displays the portal's header with the LEAP logo and navigation links (Home, Institution, Branch). The main content area shows a 'Cash Flow Account Setup' section for '12489-Sample Institution 2'. A pop-up window titled 'ACH Debit Authorization Notice' is overlaid on the page. The pop-up contains the following text:

ACH Debit Authorization Notice
Authorization and Disclosure--Consumers and Businesses

As used in this document, "we" or "us" refers to the Department of Housing and Urban Development (HUD). "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford us a reasonable opportunity to act on it, or unless otherwise terminated for any reason by us.

B. Disclosure

In case of errors or questions about a transaction, immediately contact us directly. ALL QUESTIONS ABOUT TRANSACTIONS MUST BE DIRECTED TO US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your financial institution account within 10 business days for the

☐ I agree with the above authorization and disclosure statements

OK Cancel

A red arrow points to the checkbox for agreement.

ACH Debit Authorization Notice pop-up



The Cash Flow Account Setup screen reopens asking to confirm the deletion, stating that the Institution will be unable to make payments from this Cash Flow Account, and that reentering account information initiates a new prenote test (requiring eight calendar days). To delete, click “Delete.”

The screenshot shows the LEAP (Lender Electronic Assessment Portal) interface. At the top, there's a navigation bar with links: Home, Contact Us, Help, Logout. Below this, it says "Logged in as: LENDER IDMT00644 (MT0644)". The main header displays "LEAP" and "Lender Electronic Assessment Portal". A secondary navigation bar includes: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2" and "Cash Flow Account Setup". Under "Cash Flow Details", the following information is listed: Branch Office ID: 1248900007, Cash Flow Name: Single Family Claim Remittance, Bank Routing Number: 041201936, and Account Number: 99592248. A confirmation message asks: "Are you sure you want to delete this cash flow account setup?". Below this, a warning states: "You will be unable to make payments from this cash flow account if this information is deleted. Re-entering the account information initiates a new prenote test (requiring eight calendar days)." At the bottom of the dialog are two buttons: "CANCEL" (red) and "DELETE" (blue). A red arrow points to the "DELETE" button.

Cash Flow Account Setup

A confirmation page will appear, stating that the Cash Flow Account has been successfully deleted.

The screenshot shows the LEAP interface after a successful deletion. The navigation bar and header are identical to the previous screen. The main content area is titled "12489-Sample Institution 2" and "Cash Flow Account Setup". Under "Cash Flow Details", the information is: Branch Office ID: 1248900007, Cash Flow Name: Single Family Claim Remittance, and Date of Deletion: 05/07/2014 12:19:13. A confirmation message states: "The cash flow Single Family Claim Remittance has been successfully deleted for lender 1248900007." At the bottom of the dialog is a single button labeled "MAIN".

Cash Flow Account Setup Confirmation




11. Merger, Acquisition, or Purchase

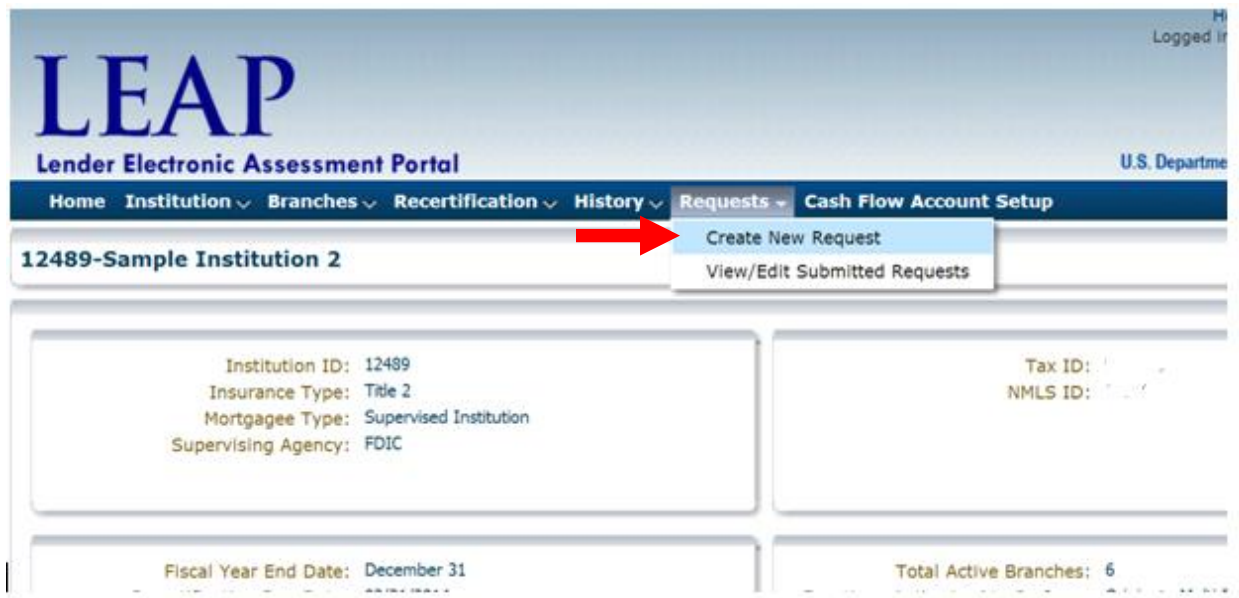


11. Merger, Acquisition, or Purchase

When an FHA-approved Institution merges with, acquires, or purchases another FHA-approved Institution, LEAP facilitates the process by allowing the surviving Institution to submit all required details and documents to FHA for review. LEAP allows the surviving Institution to designate which branches will transfer from the non-surviving Institution and automatically transfers those branches to the surviving Institution upon completion of the merger.

 *To notify FHA of any transaction involving an entity that is not FHA-approved, submit an Ad Hoc request in LEAP and include all relevant details and documents.*

A user from the surviving Institution must initiate the process for a merger, acquisition, or purchase by submitting a Request in LEAP. To begin, click “Create New Request” from the Requests drop-down on the Menu Bar.



Institution Summary – Requests drop-down highlighted



Select a Request Type of “Merger or Acquisition” and a Sub-Type of “Merger, Acquisition, or Purchase.” The Sub-Type is for informational purposes.

The following example is a Merger, but all process steps are identical regardless of Sub-Type.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the U.S. Department of Housing and Urban Development logo is on the left, and navigation links (Home, Contact Us, Help, Logout) and user information (Logged in as: LENDER IDMT00644 (MT0644)) are on the right. The main header features the LEAP logo and the text "Lender Electronic Assessment Portal". Below this is a dark blue navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2". It contains three sections: "Information", "Details", and "Attachments". In the "Information" section, there are two dropdown menus: "Request Type" (set to "Merger or Acquisition") and "Request Sub Type" (set to "Merger"). A red arrow points to the "Request Type" dropdown. The "Details" section is titled "Enter the information for the institution being merged." and contains fields for "Lender ID", "Lender Name", "Merger Completion Date", and "Requestor Comments". The "Attachments" section includes a note about file size (5MB) and a warning about load time (30 seconds). It shows a table with one row labeled "Attachment-0" and a "Choose File" button. The table is currently empty, and a plus sign (+) is visible at the bottom right of the table area.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Information

* Request Type

* Request Sub Type

Details

Enter the information for the institution being merged.

* Lender ID

* Lender Name

* Merger Completion Date

Requestor Comments

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0	<input type="button" value="Choose File"/>	No file chosen		
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Merger or Acquisition Request



Lender Electronic Assessment Portal User Manual

On the Request screen, enter the Lender ID (five digit), and Lender Name of the non-surviving Institution, as well as the proposed Merger Completion Date and any Requestor Comments in the Details section.

The screenshot displays the LEAP (Lender Electronic Assessment Portal) interface. At the top, the U.S. Department of Housing and Urban Development logo is visible on the left, and navigation links (Home, Contact Us, Help, Logout) and the user's login information (Logged in as: LENDER IDMT00644 (MT0644)) are on the right. The main header includes the LEAP logo and the text "Lender Electronic Assessment Portal". Below this is a dark blue navigation bar with links: Home, Institution, Branches, Recertification, History, Requests, and Cash Flow Account Setup. The main content area is titled "12489-Sample Institution 2". It is divided into three sections: Information, Details, and Attachments. The Information section contains two dropdown menus: "Request Type" (set to "Merger or Acquisition") and "Request Sub Type" (set to "Merger"). The Details section is titled "Enter the information for the institution being merged." and contains four fields: "Lender ID" (12345), "Lender Name" (Sample Merger), "Merger Completion Date" (4/1/2014), and "Requestor Comments" (Sample comments.). A red arrow points to the "Lender ID" field. The Attachments section includes a note: "Maximum file size per file is 5MB. Please note, large attachments may take in excess of 30 seconds to load." and a table with one row: "Attachment-0" with a "Choose File" button and the text "No file chosen". A red "X" icon is in the right margin of the table, and a blue "+" icon is at the bottom right.

Merger or Acquisition Request Details

To add any required attachments, select the file and attach to the request.

Click "Submit." This opens the Request History screen to review the details of the request.



11.1 Transferring Branches

After FHA has validated the merger, acquisition, or purchase, the Institution's Administrative Contact receives an e-mail notification indicating that Branches can now be selected for transfer from the non-surviving Institution to the surviving Institution.

After receiving this e-mail, click "View/Edit Submitted Requests" from the Requests drop-down on the Menu Bar.

Home | Contact Us | Help
Logged in as: LENDER IDMT00644

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution ▾ Branches ▾ Recertification ▾ History ▾ **Requests ▾** Cash Flow Account Setup

12489-Sample Institution 2

Create New Request
View/Edit Submitted Requests ←

Institution ID: 12489 Insurance Type: Title 2 Mortgagee Type: Supervised Institution Supervising Agency: FDIC	Tax ID: NMLS ID: :
Fiscal Year End Date: December 31 Recertification Due Date: 03/31/2014 Last Recertification Date: 06/27/2013 Last Payment Received Date: 03/21/2013	Total Active Branches: 6 Functions Authorized to Perform: Originate Multi Family Originate Single Family Service Multi Family Service Single Family

Institution Summary – Requests drop-down highlighted



Select the Merger or Acquisition Request by clicking on the row. The Request box will populate with the Information, Details, and Attachments sections.

The Details section will display the Lender ID, Lender Name, and proposed Merger Completion Date. The Select Branches section will display all Active Branches of the non-surviving Institution.

The screenshot displays the 'Lender Electronic Assessment Portal' interface. It is divided into two main sections: 'Information' and 'Details'.

Information Section:

- Request Type:** Merger or Acquisition (dropdown menu)
- Request Sub Type:** Merger (dropdown menu)
- Status:** Select Branches (link)
- Issue:** (link)
- Resolution:** (link)

Details Section:

- Lender ID:** 00017
- Lender Name:** Sample Institution 1
- Merger Completion Date:** 4/1/2014 (calendar icon)
- Select Branches:** 0001700003 (highlighted with a red arrow). Below this are two columns of boxes with arrows between them for selecting/deselecting branches.
- Payment Amount:** (text input field)
- Bank Routing Number:** (text input field)
- Bank Account Number:** (text input field)
- Type of Account:** Select One... (dropdown menu)
- Requestor Comments:** (text area)

View/Edit Submitted Requests

Select the Branches of the non-surviving Institution from the left box and click the single right arrow to designate a Branch to be transferred. Click the double right arrow to select all Branches of the non-surviving Institution for transfer.

Click the single left arrow to deselect a Branch from the right box, or click the double left arrow to deselect all Branches.



After selecting Branches for transfer, the required Payment Amount will display in the Details section. Enter values for Bank Routing Number, Bank Account Number, and Type of Account, as well as any additional Requestor Comments.

The screenshot displays the 'Details' section of the Lender Electronic Assessment Portal. At the top, the 'Merger Completion Date' is set to 4/1/2014. Below this, the 'Select Branches' section shows a list of branches on the left and a list of selected branches on the right, with the routing number 0001700003 displayed. The 'Payment Amount' is set to 200.00. A red arrow points to the 'Bank Routing Number' field, which is currently empty. Below it are fields for 'Bank Account Number' and 'Type of Account' (set to 'Select One...'). A 'Requestor Comments' text area is also present. The 'Attachments' section below indicates a maximum file size of 5MB and provides a 'Browse...' button for 'Attachment-0'. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons. The footer contains the U.S. Department of Housing and Urban Development address and a URL.

View/Edit Submitted Requests

To add any required attachments, select the file and attach the document.

Click "Submit." A payment in the amount stated will be processed in Pay.gov.

FHA will review and if approved, the selected Branches will be transferred to the surviving Institution.



12. Voluntary Withdrawal from the FHA Program



12. Voluntary Withdrawal from the FHA Program

If an Institution wishes to voluntarily withdraw from the FHA Program, a Voluntary Withdrawal Request can be submitted in LEAP.

Select “Create New Request” from the Requests drop-down on the Menu Bar.

Home | Contact Us | Help
Logged in as: LENDER IDMT00644

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History **Requests** Cash Flow Account Setup

12489-Sample Institution 2

Create New Request
View/Edit Submitted Requests

Institution ID: 12489
Insurance Type: Title 2
Mortgagee Type: Supervised Institution
Supervising Agency: FDIC

Tax ID: 94-0475440
NMLS ID: 19116

Fiscal Year End Date: December 31
Recertification Due Date: 03/31/2014
Last Recertification Date: 06/27/2013
Last Payment Received Date: 03/21/2013

Total Active Branches: 7
Functions Authorized to Perform: Originate Multi Family
Originate Single Family
Service Multi Family
Service Single Family

Institution Summary – Requests drop-down highlighted

Select “Voluntary Withdrawal” from the Request Type drop-down.

Home | Contact Us | Help
Logged in as: LENDER IDMT00644

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History **Requests** Cash Flow Account Setup

12489-Sample Institution 2

Information

* Request Type

Details

Requestor Comments

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

Add Insurance Authority
Credit Watch Reinstatement
Extension Request
Lender Org Change
Merger or Acquisition
Voluntary Withdrawal

Voluntary Withdrawal Request screen



Enter all required information, including proposed Effective Date, Reason for Withdrawal, and a specific Contact Person for any questions that FHA may have about this Voluntary Withdrawal Request.



The user must electronically submit a written request on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division. This is done via the Attachments section of the Request page.

Home | Contact Us | Help | Logout
Logged in as: LENDER IDMT00644 (MT0644)

LEAP

Lender Electronic Assessment Portal

U.S. Department of Housing and Urban Development

Home Institution Branches Recertification History Requests Cash Flow Account Setup

12489-Sample Institution 2

Information

* Request Type: Voluntary Withdrawal

Electronically submit a written request through this system on company letterhead, dated and signed by a senior officer with the FHA Lender ID Number, to the attention of the Director of the Lender Approval and Recertification Division.

- An effective date
- A point of contact for the lender

Details

* Effective Date:

* Reason For Withdrawal:

Contact Person

* First Name:

Middle Name:

* Last Name:

* Phone Number:

* Fax Number:

* Email Address:

Requestor Comments:

Attachments

Maximum file size per file is 5MB.
Please note, large attachments may take in excess of 30 seconds to load.

Attachment-0 No file chosen

Voluntary Withdrawal Request screen

To add any required attachments, select the file and attach a document to the request.

Click “Submit.” This opens the Request History screen to view the details of the request. FHA will review the request and will notify the Institution via e-mail of the status. After review, the Institution will be terminated.